

JOB OPPORTUNITY AT THE PERMANENT MISSION OF INDIA TO THE UNITED NATIONS

Applications are invited for the post of Chauffeur in the Permanent Mission of India to the United Nations, New York.

1. Age: Between 25 and 45 years
2. Applicant must be a US Citizen or hold a valid Employment Authorization Card (EAD). Applicant must have a valid driving license, with at least three years of driving experience within Manhattan and adjoining areas.
3. Applicants are requested to send their Resume/CV along with copies of (i) Educational Qualification (ii) valid Driving License (iii) Passport and visa (iv) two references from previous employers with proper address/contact details, latest by Friday, 10 January 2025, 1700hrs by post/e-mail to the following address:

Head of Chancery
Permanent Mission of India to the United Nations
235 East, 43rd Street, New York, NY-10017
Fax: (212)-490-9656/57
E-mail: admn.newyorkpmi@mea.gov.in, ga.newyorkpmi@mea.gov.in

Note: Detailed advertisement can be accessed at <https://pminewyork.gov.in/vacancy>

Brief description of the post of Chauffeur in the PMI, New York:

Pay Scale:

US\$ 5,060.00 with 3% increment after every year.

Duty Hours:

0900hrs to 1830hrs (9.5 hours, including 30-minute lunch break)

Overtime eligibility:

- i. Working days: **after 10.5 hours of duty @125%** of hourly pay
- ii. Weekends/ Holidays: **all hours @150%** of hourly pay

Job Profile:

- i. Driving officers/officials to various meetings/events/UN HQs/locations within the New York State, sometimes to adjoining states/areas
- ii. Pickup/ dropoff from/ to JFK/Newark Airport (on rotational basis)
- iii. Diplomatic bag duty to JFK once every week (on rotational basis)
- iv. Standby duty on Weekends/ Holidays (on rotational basis)
- v. Any other duties that may be assigned

Requirements:

- i. Security clearance from local police/ law enforcement, and medical fitness certificates
- ii. Driving record from DMV
- iii. Good knowledge of navigating the five boroughs and adjoining areas
- iv. Proper maintenance of the vehicle (neat, hygienic, and proper working condition)
- v. Being punctual, responsible, and courteous in discharge of official duties

Entitlements:

- i. 21 days paid Annual Leave and 30 days sick leave per calendar year of service
- ii. No leave admissible during the first year of service, except after probation period with HOM's approval.
- iii. Reimbursement of health insurance premium (for self only) up to US \$ 75 or 50% of actual premium paid (whichever is less)

Note: Details to be submitted in attached format at **Annexure-I** with RESUME.

| S.No. | Particulars | Details |
|-------|--|---------|
| 1 | Name: | |
| 2 | Date of Birth | |
| 3 | Place of Birth: | |
| 4 | Age as on date: | |
| 5 | Sex: | |
| 6 | Nationality: | |
| 7 | Mobile No. | |
| 8 | Email: | |
| 9 | Marital Status: | |
| 10 | If Married, Spouse's Nationality: | |
| 11 | Valid Work Permit , if yes then Validity? | |
| 12 | Residential Status (Green Card / Resident Permit / US Citizen only) | |
| 13 | Residential Address: | |
| 14 | Highest Education Qualification: | |
| 15 | Computer Knowledge (MS Office) : | |
| 16 | Typing Speed in wpm: | |
| 17 | Present Employer: | |
| 18 | Present Designation: | |
| 19 | Total Work Experience, including experience in international organization, if any. | |