

PROTOCOL ASSISTANT CUM CLERK/TYPIST VACANCY

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

Applications are invited for **one** post of Protocol Assistant cum Clerk/Typist in the Permanent Mission of India to the United Nations, New York. Requirements are as follows:

- i. Age: 20 years to 40 years
- i. Educational & Professional qualifications: Bachelors degree holder. Candidates with work experience in United Nations Missions preferred.
- ii. Skills required (Protocol Assistant & Clerk /Typist): Fluency in English mandatory, working knowledge of Hindi preferable. Preference will be given for good writing skills, excellent communication, good knowledge of computer applications/ word processing software.
- iii. Applicant should preferably be US Citizen / Green Card holder / Permanent Resident / with Work Visa and have valid work permit at the time of recruitment.
- iv. For job description and more details please visit <https://www.pminewyork.gov.in/vacancy>
- v. Resume/ CV along with copies of educational qualifications, passport, and visa (if applicable) may be sent by post/ e-mail/ by hand latest by **12 September 2025** to:

Attache (Admin)

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

**Permanent Mission of India to the UN
New York**

Job Profile and brief description of the post of Protocol Assistant in the PMI, New York:

Pay Scale: US\$ 5,174.00 with 3% increment after every year.

Duty Hours: 0930hrs to 1800hrs (8.5 hours, including 30-minute lunch break); Timings may vary depending on the visit of delegations.

Brief job description:

- i. Duties mainly include facilitating arrival and departure of officers, and official delegations.
- ii. Protocol Assistant functions as Mission's interface with local authorities like, Airport Security, Protocol, local security services, local hotels, service providers, etc.
- iii. Liaising with local authorities in tandem with AP&WO for protocol related work.
- iv. Duties also include communicating with hotels, making reservations for delegates and officers, and processing of invoices and bills pertaining to visits.
- v. Protocol Assistant assists the Events officer in managing various events held in the Chancery and otherwise hosted by the Mission, and taking care of logistical arrangements.
- vi. Extensive liaising with local agencies, hotels, OFM, US Mission, and UN Protocol is involved.
- vii. Other duties include registration and insurance-related matters of official vehicles and officers' cars. Property related work as assigned from time to time.

Requirements:

Security clearance from local police/ law enforcement, and medical fitness certificate
Good knowledge of Computers.

Preference:

- (a) Availability at short notice to facilitate delegates.
- (b) Meeting deadlines in a timely manner and willingness to shoulder additional responsibility

Other Entitlements:

21 days paid Annual Leave and 30 days sick leave per calendar year of service, as per extant rules

Reimbursement of monthly health insurance premium as per extant rules

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

Annexure-I

S.No.	Particulars	Details
1.	Name:	
2.	Date of Birth	
3.	Age as on date:	
4.	Nationality:	
5.	Mobile No.	
6.	Email:	
7.	Residential Status (Green Card / Resident Permit or US Citizen)	
8.	Residential Address:	
9.	Highest Education Qualification:	
10.	Computer Knowledge (MS Office) :	
11.	Typing Speed in wpm:	
12.	Present Employer:	
13.	Present Designation:	
14.	Total Work Experience, including experience in international organization, if any.	