

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

Applications are invited for **one** post of Social Secretary in the Permanent Mission of India to the United Nations, New York. Requirements are as follows:

1. Educational & Professional qualifications: : Graduate degree mandatory. Prior experience in the UN and/or with other multilateral organizations/ Permanent Missions preferred.
2. Skills required (Social Secretary) : 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 etc.
3. Applicant must either be US Citizen or Green Card holder/Permanent Resident and have valid work permit at the time of recruitment.
4. For job description and more details please visit <https://www.pminewyork.gov.in/vacancy>
5. Resume/ CV along with copies of educational qualifications, passport, and visa (if applicable) may be sent by post/ e-mail/ by hand latest by **03rd August 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: india.newyorkpmi@mea.gov.in , admn.newyorkpmi@mea.gov.in,
ga.newyorkpmi@mea.gov.in

Job Profile and brief description of the post of Social Secretary in the PMI, New York:

Pay Scale: US\$ 6,499.00 (monthly) 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:

6. Maintaining PR's calendar-
 1. Checking emails
 2. Coordinating and scheduling PR's meetings. Receiving guests at PMI
 3. RSVP for invitations received from member states or other organizations for all kinds of social events (including Breakfast, lunch, dinners, receptions, National day and other major events happening at UN).
7. Lunch/Dinner/Receptions hosted by PR
 1. Invitations to be sent, maintain RSVP list, prepare seating plan, menu cards and place cards. Receive the guests.

8. Events hosted by PMI (throughout the year)
 1. Keeping track of the bulk invitations sent by Telex, maintaining RSVP, receive guests at the events.
9. Coordinating with offices of 193 member states, other international organizations, UN Senior officials.
10. Maintaining list of Gifts distributed by PR.
11. Other miscellaneous work assigned by PR.

Requirements:

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

Job requirements:

- (a) Availability at short notice to meet functional exigencies.
- (b) Meeting deadlines in a timely manner
- (c) 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	Place of Birth:	
4	Gender:	
5	Nationality:	
6	Mobile No.	
7	Email:	
8	Marital Status:	
9	If Married, Spouse's Nationality:	
10	Valid Work Permit , if yes then Validity?	
11	Residential Status (Green Card / Resident Permit or US Citizen)	
12	Residential Address:	
13	Highest Education Qualification:	
14	Computer Knowledge (MS Office) :	
15	Typing Speed in wpm:	
16	Present Employer:	

17	Present Designation:	
18	Total Work Experience, including experience in international organization, if any.	