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

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

1. Age: 20 years to 40 years
2. Educational & Professional qualifications: Bachelors degree holder. Candidates with work experience in United Nations Missions preferred.
3. 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.
4. Applicant must either be US Citizen or Green Card holder/Permanent Resident and have valid work permit at the time of recruitment.
5. For job description and more details please visit https://www.pminewyork.gov.in/vacancy
6. Resume/ CV along with copies of educational qualifications, passport, and visa (if applicable) may be sent by post/ e-mail/ by hand latest by **30 November 2026** 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, india.newyorkpmi@mea.gov.in

Annexure-I

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	Martial Status:	
10	If Married, Spouse's Nationality:	
11	Valid Work Permit , if yes then Validity?	
12	Residential Status (Green Card / Resident Permit or US Citizen)	
13	Residential Address:	
14	Highest Education Qualification:	
15	Typing Speed in wpm:	
16	Present Employer:	
17	Present Designation:	
18	Total Work Experience, including experience in international organization, if any.	