

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:

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 **24 July 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: adm2.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\$ 5227.18 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

Probation:

Upon appointment, you will be on probation for an initial period of up to three months from the date of joining the post which may be further extended by another three months. Confirmation of employment with the Mission will depend on successful completion of the probation period.

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.	