

## **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:

- Age: 20 years to 35 years (*Male candidate are encouraged to apply*)
- Educational & Professional qualifications: Bachelors degree holder. Candidates with work experience in United Nations Missions preferred.
- 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.
- Applicant must either be US Citizen, Green Card holder or Permanent Resident, or hold valid visa and work permit at the time of recruitment. Proper Visa requirements/ renewal will need to be met by the applicants at their own expense.
- [Job description and more details are as below.](#)
- Resume/ CV along with copies of educational qualifications, passport, and visa (if applicable) may be sent by post/ e-mail/ by hand latest by **23 July 2024** 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](mailto:india.newyorkpmi@mea.gov.in) , [adm.newyorkpmi@mea.gov.in](mailto:adm.newyorkpmi@mea.gov.in), [ga.newyorkpmi@mea.gov.in](mailto: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\$ 5,060.00 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:**

- Duties mainly include facilitating arrival and departure of officers, and official delegations.
- Protocol Assistant functions as Mission's interface with local authorities like, Airport Security, Protocol, local security services, local hotels, service providers, etc.
- Liaising with local authorities in tandem with AP&WO for protocol related work.
- Duties also include communicating with hotels, making reservations for delegates and officers, and processing of invoices and bills pertaining to visits.
- 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.
- Extensive liaising with local agencies, hotels, OFM, US Mission, and UN Protocol is involved.
- 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:**

- Availability at short notice to facilitate delegates.
- 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.

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 / if on Visa, then type of VISA)	
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.	