

Job Profile and brief description of the post of Clerk/Typist in the PMI, New York:

Pay Scale: 2886-87-4191-126-5451-164-7091

Starting pay: US \$ 2886 per month (+ 17.5% Cost of Living Allowance)

Duty Hours: 0930hrs to 1800hrs (8.5 hours, including 30-minute lunch break)

Educational & Professional Qualifications : Fluent in English and Hindi (preferable). Preference for good writing skills, excellent communication, and good knowledge of computer applications (MS Office, web applications, etc.).

Brief job description:

- i. Monitoring the Mission's Official Email Id and forwarding the respective email to the concerned officer and Section.
- ii. Reservation of Air Tickets for the officer and officials of the Mission.
- iii. Noting and drafting of Emails, Official communication and Internal Correspondence.
- iv. Liaisoning with the UN and US Mission (OFM) on official matters on consistent basis.
- v. Getting the cargo cleared from customs by corresponding with the concerned authority and vendor.
- vi. Documentation of filing of papers, Maintenance of various registers.
- vii. Any other work as directed.

Requirements:

- i. Security clearance from Local Police/Law enforcement and medical fitness certificate
- ii. Fluent in English and Hindi (Preferable) , Good writing Skills, Excellent Communication skills and good knowledge of Computer applications (es. Office/Libre Office and google applications)
- iii. Sound technical know-how of internet/web application, troubleshooting as required
- iv. Applicant must either be US Citizen, Green Card holder, 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.

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.

Resume/ CV along with copies of educational qualifications, passport, and visa (if applicable) may be sent by post/ e-mail/ by hand latest by 22 December 2023 to:

Head of Chancery
Permanent Mission of India to the United Nations
235 East, 43rd Street, New York, NY-10017
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