

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

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

1. Age: Between 20 and 45 years
2. Educational & Professional qualifications: Bachelors degree holder. Candidates with work experience preferred.
3. Skills required:
  - i. Protocol Assistant: 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.
  - i. Chauffeur: Must possess valid driving license, and have an excellent driving record. Submission of MVR from local authorities is mandatory at the time of interview.
4. Applicant(s) must either be US Citizen(s), Green Card holder(s), Permanent resident(s), 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.
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 15 December 2021 to:

Head of Chancery  
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) , [admn.newyorkpmi@mea.gov.in](mailto:admn.newyorkpmi@mea.gov.in)**