

**Consulate General of India  
New York**

**Vacancy for the post of Local Messenger (Peon) Post in CGI, New York**

The Consulate General of India, 3-East, 64th Street, New York, NY-10065 invites applications from suitable candidates for the posts of Local Messenger (Peon), having a pay scale of **Grade 1 -US\$3970**. The starting salary will be **USD 3970**, plus admissible allowances, if any.

**Duties/Responsibilities:**

- Perform non-clerical tasks, including delivering papers, mails, and other documents within the Consulate.
- Provide hospitality services, such as serving tea, coffee, and snacks to clients and guests.
- Physical maintenance of records of the section, general cleanliness, supervising cleaning in the premises and upkeep of the Section/ Unit, carrying files and other papers.
- Assist in logistical arrangements for events, including setting up tables, chairs, and other necessary equipment for cultural events and other functions.
- Manage mail services, including opening, sorting, and delivering mail within the different sections, as well as posting mail at the post office.
- Follow instructions from officers in different sections and provide information to supervisors, coworkers, and subordinates through various channels, including telephone, email, written correspondence, and in-person communication.
- Operate various office equipment, including photocopiers, printers, fax machines, coffee machines, shredders, and other necessary devices.
- The selected candidate will be required to work in any sections of the Consulate.
- Perform any other tasks as assigned by officers from time to time.

**Required Skills/Abilities:**

- High school diploma is preferred.
- Previous experience in a delivery or related position.
- Good verbal communication and interpersonal skills.
- Ability to manage multiple tasks within given time frames.
- Physical stamina to remain active for extended periods and lift/move objects as needed.
- Availability to work evenings, weekends, and public holidays as required.

Candidate applying for this position should preferably be between 20-35 years of age and at least 2 years of relevant work experience. Applicants must have valid Employment Authorization for working in the United States.

Interested applicants should submit their resume, along with complete details and supporting documents (educational qualifications, work experience, age, and valid work authorization) to Administration at [admn.newyork@mea.gov.in](mailto:admn.newyork@mea.gov.in) and Vice Consul (Admin) at [vca.newyork@mea.gov.in](mailto:vca.newyork@mea.gov.in) by 09 February, 2025.

Please note that only short-listed candidates will be invited for an interview at the Consulate. Candidates are responsible for their own transportation and other expenses related to the interview. No reimbursement will be provided. The selected candidate will be expected to join immediately upon selection.