

**Consulate General of India
New York**

Vacancy for the Post of Local Clerk in CGI, New York

The Consulate General of India, 3-East, 64th Street, New York, NY-10065 invites applications from suitable candidates for the post of Local Clerk, having a pay scale of **Grade 2 -US \$ 4490**. The starting salary will be **USD 4490**.

Duties/Responsibilities:

- Performs clerical duties including noting, drafting, sorting and filing documents etc.
- Maintaining office records and files properly.
- Performs works related to Information Technology, equipments of IT etc.
- Regularly checking the email, preparing replies for them as per the instructions of Controlling Officer.
- Compiling letters, emails and reports of office activities according to written or verbal instructions of the Controlling Officer.
- Assist in Consular related services viz. Passport, Visa, OCI cards etc.
- Coordination with local authorities including service providers, companies and general public on need basis.
- Assist in obtaining quotations/charges for different services required for smooth functioning of the Consulate.
- Assist in organizing several events, held from time to time, in the Consulate.
- Assist in the works of different wings of the Consulate, such as – Reception/ Trade/ Administration/ Accounts/ Protocol/ Consular/ Information and Cultural Wings etc.
- 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.
- Perform any other tasks as assigned by officers from time to time.
- The selected candidate will be required to work in any sections of the Consulate.

Required Skills/Abilities:

- High level verbal and written communication skills.
- Having knowledge of IT equipment, Software, Hardware etc.
- Fast typist with excellent multitasking abilities.
- Proficient in Microsoft Word/ Excel/ Power Point/ Adobe Photo-shop/ Zoom/ Webex and maintaining social media handles like Facebook, Twitter etc.
- Proficiency in English language.
- Bachelor's degree or equivalent degree required.
- Clerical experience preferred.

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 and Vice Consul (Admin) at vca.newyork@mea.gov.in by 31 January 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.