

**Consulate General of India
New York**

Vacancy for the post of local messenger staff 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, having a pay scale of Grade 1- US\$3970. The starting salary will be US\$3970 per month.

Duties/Responsibilities:

- Physical maintenance of records of the Section, general cleanliness and upkeep of the Section/ Unit, carrying files and other papers within the building.
- Operating photocopier, fax, coffee machine, shredder and other equipments.
- Other non-clerical works in Section/ Unit, delivering of papers / mails, serving customers with tea / coffee and snacks for clients or guests.
- Getting Information - observing, receiving, and otherwise obtaining information from all relevant sources. Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person
- The selected candidates will be required to work in various Wings of the Consulate.
- Any other work assigned from time to time.

Required Skills/Abilities:

- High school diploma is preferred.
- Previous experience in any delivery position.
- Good verbal communication and interpersonal skills.
- Ability to manage multiple tasks within given time frames.
- Good planning and decision-making abilities.
- Physically agile with the capacity to remain active for extended periods.
- Availability to work evenings, weekends, and public holidays.

Candidate applying for this position should preferably be between 20-35 years of age and at least 2 years of relevant work experience. He/She must have valid Employment Authorization for working in US. Interested applicants may send their resume, giving complete details with copies of educational qualification, work experience, age and valid authorization to work in USA to Head of Chancery at E-mail: hoc.newyork@mea.gov.in and Vice Consul(Admin) at E-mail: vca.newyork@mea.gov.in by 12 November 2024.

Please note that short-listed candidates will be called for interview at the Consulate. No transport or other assistance / reimbursement will be provided for appearing in the Interview. Selected candidate will be requested to join immediately.

Vishal Harsh
Head of Chancery