

**Consulate General of India
New York**

Vacancy for the post of local clerical 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 clerk, having a pay scale of **US\$2886-87-4191-126-5451-164-7091** . The starting salary will be USD 2886, plus admissible allowances, as admissible.

Duties/Responsibilities:

- Performs clerical duties including noting, drafting, sorting and filing documents etc.
- Maintaining office records and files.
- Compiling letters, emails and reports of office activities according to written or verbal instructions.
- Assist in Consular related various services viz. Passport, Visa, OCI cards etc.
- Coordination with local authorities including service providers, companies and general public on need basis.
- Any other work assigned from time to time.
- The selected candidates will be required to work in various Wings of the Consulate, such as
– Reception/ Trade/ Administration/ Accounts/ Protocol/ Consular/ Information and Cultural Wings.

Required Skills/Abilities:

- Proficiency in English.
- Outstanding verbal and written communication skills.
- 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, witter etc.
- Bachelor's degree or equivalent required.
- Clerical experience preferred.

Candidate applying for this position should preferably be between 20-35 years of age, have completed Bachelor degree and at least 2 years of relevant work experience. He/She must have valid Employment Authorization for working in US. Interested applicants may sent 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 Consul (Admin) at E-mail: vca.newyork@mea.gov.in by 31 January, 2023.

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