

Job Profile and brief description of the post of Protocol Assistant in the PMI, New York:

Pay Scale: 3120-94-4530-136-5890-177-7660

Starting pay: US \$ 3120 per month (+ 17.5% Cost of Living Allowance)

Duty Hours: 0930hrs to 1800hrs (8.5 hours, including 30-minute lunch break)

Educational & Professional Qualifications : 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.

Brief job description:

- i. Booking of Hotel for the delegation, preparing the DA and settling the Bills;
- ii. Liaisoning with Hotel Staff and Airport Staff at JFK and EWR;
- iii. Performing protocol duties during the visit of the delegation;
- iv. Settling any bills pertaining to the official visits.
- v. Any other work as directed.

Requirements:

- i. Security clearance from Local Police/Law enforcement and medical fitness certificate
- ii. Fluent in English and Hindi (Preferable) , Good writing Skills, Excellent Communication skills and good knowledge of Computer applications (es. Office/Libre Office and google applications)
- iii. Sound technical know-how of internet/web application, troubleshooting as required
- iv. Applicant must either be US Citizen, Green Card holder, Permanent resident, 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.

Other Entitlements:

21 days paid Annual Leave and 30 days sick leave per calendar year of service, as per extant rules.
Reimbursement of monthly health insurance premium as per extant rules.

Resume/ CV along with copies of educational qualifications, passport, and visa (if applicable) may be sent by post/ e-mail/ by hand latest by 22 December 2023 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

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