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*American Consulate General*  
*Mumbai*

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**Vacancy Notice**

**Mumbai**

**Date: September 4, 2007**

American Consulate General, Mumbai, is seeking an individual for the position of “Human Resources Clerk” for its Human Resources Office.

**Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (refer to application procedure below)**

**Only applicants who are shortlisted for the interview will be contacted**

**SUBJECT: VACANCY ANNOUNCEMENT FOR INDIAN AND OTHER NATIONALITIES**

**ANNOUNCEMENT NUMBER: 45/2007**

**OPEN TO:** All Interested Candidates

**POSITION:** Human Resources Clerk; FSN-305-06  
BLA-540004

**OPENING DATE:** September 4, 2007

**CLOSING DATE:** September 17, 2007

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** EFM/NOR: Grade: FP-08  
Ordinarily Resident: FSN-06

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOUCMENTATION WILL NOT BE ACCEPTED.**

**BASIC FUNCTION OF POSITION**

Performs variety of clerical and management support duties in the Human Resources Section, serving Locally Engaged Staff (LES) and American personnel's of all agencies at post. Arranges, sorts, and files HR related documents and establishes folders for all locally hired employees including Americans. Reports to the Human Resources Assistant (BLA-540003) and indirectly to the Management Officer.

## **QUALIFICATIONS REQUIRED**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. University Degree
2. Minimum of one-two years of clerical experience.
3. Level III English, Hindi and Marathi
4. A good working knowledge of general office operations and procedural requirements pertaining to functions performed in USG.
5. Must be able to draft and review correspondences, type 30 wpm, efficient in general office software, ability to maintain effective relationship with all employees and ability to maintain confidentiality. Must have knowledge of office automation equipments.

## **SELECTION PROCESS**

When equally qualified, and if funding permits, Eligible Family Members (EFMs) and U.S. Veterans will be given preference.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Not Ordinarily Resident employees who are hired with a When Actually Employed (WAE) work schedule are eligible to apply for advertised positions within the first 90 calendar days of their employment.

## **TO APPLY**

Interested applicants for this position must submit the following:

1. Application for employment – HR-01
2. **OPTIONAL:** Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

American Consulate General  
Human Resources Office  
Attention: Mr. Darion K. Akins  
78, Lincoln House  
Bhulabhai Desai Road  
Mumbai 400 026.

## **POINT OF CONTACT**

Shyju B. Kombath  
Human Resources Office  
Telephone: (022) 2363-3611 – 18 Extn. 4302  
Fax: (022) 2368-9016  
Email: [MumbaiHRCareer@state.gov](mailto:MumbaiHRCareer@state.gov)

## **DEFINITIONS**

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or Military service member, permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: COB September 17, 2007**

***An Equal Opportunity Employer***

*The US Mission in Mumbai provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

Drafted By: M/HR - SKombath  
Cleared &  
Approved By: MGMT - DAkins