



American Consulate General, Chennai

November 8, 2004

VACANCY NOTICE

American Consulate General, Chennai, is seeking an individual for the position of Clerk in Public Affairs section.

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 considered. Only completed and signed forms will be considered.

(Refer to application procedure below)

ANNOUNCEMENT NUMBER: CHE-PSAP-05-003

OPEN TO: All Interested Candidates

POSITION: Clerk, FSN-105-02; MLA720011

OPENING DATE: November 8, 2004

CLOSING DATE: November 23, 2004

WORK HOURS: Full-time; 40 hours/week

SALARY: **EFM/MOH/NOR:** Grade: FP-CC*
Ordinarily Resident: Grade: FSN-02*

* Ordinarily Resident: Starting salary & grade will be determined on the basis of qualifications & experience.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF POSITION

a) Sorts, arranges and shelves reference books used by patrons in the reference area of the American Information Resource Center (AIRC). Clears new and back issues of magazines from the reading tables and files appropriately. Checks both the magazine racks and reference shelves for accuracy in arrangement according to alphabetical order and Dewey Decimal Classification system respectively.

b) Distributes documents and correspondence within the AIRC. Mends Reference books and periodicals. Packs and unpacks books including presentation titles. Prepares packages for mailing books to outstation members and presentation titles to designated recipients. Assists in preparing packages for AIRC Road Shows and preparing of Infopacks. Provides back up service in the absence of the other clerk, which includes photocopying.

QUALIFICATIONS REQUIRED

1. Completion of secondary school (X std) is required.
2. One year of filing, clerical or office work experience is required.
3. Level II (limited knowledge) in English and level II in one regional language (Tamil, Telugu, Kannada, Malayalam) is required.
4. Knowledge of operating copier machine is required. Knowledge of packaging and ability to grasp technical specifications in mending books are required.

SELECTION PROCESS

When equally qualified, Eligible Family Members (EFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above, in their applications.

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. Eligible Family Members who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days on the job.

TO APPLY

Interested applicants for this position should submit the following:

1. Application for Employment, Form HR-01, available on website <http://chennai.usconsulate.gov/wwwhumres.html>
2. **OPTIONAL:** Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position listed above.

SUBMIT APPLICATION TO

American Consulate General
Attention: Ms. Mary L. Gonzales
Management Office
220 Anna Salai
Chennai 600 006

POINT OF CONTACT

Vijaya Mahesh
Telephone: 2811-2000

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.

All applications for the subject announcement must be received in the Management Office by close of business November 23, 2004.

An Equal Opportunity Employer