



U.S. Mission AMERICAN EMBASSY, NEW DELHI, INDIA

Announcement Number: New Delhi-2019-069

Position Title: Shipment Clerk

Opening Period: August 30, 2019 – September 16, 2019

Series/Position/Grade: LE-0905/DLA-523021/FSN-6

Salary: Rs. 435, 932 (annual salary)
*Starting salary will be determined on the basis of qualifications and experience, and/or salary history.

For More Info: Human Resources Office
Mailing Address: Human Resources Office (Recruitment Team)
C/o U.S. Embassy, Shantipath, Chanakyapuri, New Delhi – 110021.
E-mail Address: NewDelhiVacancies@state.gov

Who may apply: All Interested Applicants/All Sources

Security Clearance Required: Local Security Certification

Duration Appointment: Indefinite - subject to successful completion of probationary period

Marketing Statement: We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](#) before you apply.

Summary: The U.S. Embassy in New Delhi is seeking an individual for the position of Shipment Clerk in the General Services Office (GSO).

The work schedule for this position: Full Time; 40 hours per week

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Duties: Under the supervision of the Shipping Supervisor, the incumbent will be responsible to draft/prepare all incoming air and sea shipments including personal effects, office supplies, equipment, furniture, vehicles, perishable medical supplies and food products, etc. The incumbent will prepare prior documentation for all United State Government (USG) agencies at post. The incumbent will be designated as "Occasional Money Holder" to make payment for freight charges on "collect" shipments. The incumbent supervises delivery of unaccompanied baggage (UAB) and household effects (HHE) shipments and loading of shipments for export. The incumbent maintains records for payments made to packing and forwarding companies. The incumbent keeps the customers updated on the status of

their shipments and maintain contacts with officials of the Government of India pertaining to work related matters. The incumbent keeps the supervisor informed on any new regulations and custom clearance process. The incumbent will maintain an accurate record of checks issued to packing companies for packing, local move, storage and shipping charges. Performs other duties as assigned.

Qualifications and Requirements:

Education:

Completion of Secondary School (Class 10) is required.

Indicate completion / non-completion by checking Yes /No under the education requirement "section 2: education " column. Did you graduate on the form DS-174 (This question is to know if you have completed class-X, XII or any other degree/vocational courses, also specify the name of course and subjects for each qualification you possess.)

Requirements:

Two years of clerical experience in an office environment is required.

(Elaborate job responsibilities under "section 4: work experience" column on the form DS-174. You may also attach additional sheets in case you would like to provide any further information/details.)

Level III (Good working knowledge) in English and Hindi (Speaking /Reading/Writing) is required.

(When applying for the position, please indicate your level of proficiency for these languages in "section 3: language" column on the form DS-174.)

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission 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.

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 (“Certificate of Release or Discharge from Active Duty”), equivalent documentation, or certification. A “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.) and for additional employment considerations, please visit the following link:

<https://careers.state.gov/downloads/files/definitions-for-va>

ADDITIONAL EMPLOYMENT CONSIDERATIONS INCLUDE, BUT ARE NOT LIMITED TO CONFLICTS OF INTEREST, NEPOTISM, BUDGET, RESIDENCY STATUS, ETC.:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. The candidate must be able to obtain and hold a local security certification and medical clearance.
4. All applicants must disclose any family member that works for the U.S. Embassy. Failure to do so could result in separation from employment (for definition of the relative please refer to the instruction page found on the Website and SharePoint).

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified. Resumes/CVs submitted will not be accepted. Applicants using additional sheets need to make a reference of the same on DS-174, for the recruiter to review additional information, which is not found on the DS-174 form.

1. **Universal Application for Employment (UAE)** (Form DS-174), which is available on our website [U.S. Embassy](#) or by contacting Human Resources (**All applicants are required to download and save the latest PDF (via Acrobat) or MSWord version of the DS-174 application for employment form available on our Website. The application form is constantly being updated and the previous versions will not be accepted**) ;
2. **Mandatory/Required Documents:** Please provide the required documentation listed below with your application DS-174.
 - Proof of citizenship / Residency and/or Work Permit - Eligibility to work in India (Applicable to all nationals including host country nationals): Please attach a copy (please do not attach original documents) of any one of the document that confirms your legal eligibility to work in India (for

example: Work Permit, Residency Permit, Overseas Citizen of India (OCI), Person of Indian Origin (PIO), PAN Card, Voter's ID, Passport copy, Aadhaar Card/Country identification or equivalent).

- Degree with mark sheets/Educational documents
- Certificate or License (if applicable)

Each applicant is required to provide a duly filled DS-174 application form and all the mandatory documents for each position you are interested in.

To save paper and ink HR has taken an initiative and we need your cooperation to make it a success. We request you to submit an electronic application. Applications submitted in hard copy will also be considered. However an electronic application would be appreciated.

The electronic version of the application can be submitted either as a Word File or a PDF version (hand filled scanned copy) along with the other mandatory documents sent from your email address to NewDelhiVacancies@state.gov

For further information: To request for the position description and or any inquiry regarding this position and the hiring process, please send an email to NewDelhiRecruitmentInquiry@state.gov

WHERE TO APPLY:

Human Resources Office Recruitment Team
Mailing Address: Human Resources Office (Recruitment Team),
C/o U.S. Embassy, Shantipath, Chanakyapuri
New Delhi- 110021
E-mail Address: NewDelhiVacancies@state.gov

Applicants applying electronically (via email) will have to send their applications at NewDelhiVacancies@state.gov please insert the **VACANCY ANNOUNCEMENT NUMBER & FULL NAME (First Name/Last Name)** in the Subject line of the E-mail. **Applications without this information in subject line or with incorrect Vacancy Number will not be accepted. The vacancy announcement number for this position is 2019-069.**

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

The pay plan is assigned at the time of the conditional offer letter by the HR Office.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding and your interest in working at the U.S. Embassy in New Delhi.