

# U.S. Consulate General, Mumbai, India

Vacancy Announcement Number: 04/L/2018

**OPEN TO:** All Interested Candidates / All Sources

The "Open To" category listed above refers to candidates who are eligible to apply for this position. The "Open To" category should <u>not</u> be confused with a "hiring preference" which is explained later in this vacancy announcement.

**POSITION:** Visa Assistant; FSN-1415-07; BLA-311032, BLA-311033, and BLA-311035

(Three positions) (Personal Services Agreement)

**OPENING DATE:** February 12, 2018

**CLOSING DATE:** February 26, 2018

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

**SALARY:** Ordinarily Resident (OR): FSN-07 ₹ 595,747 p.a.

Not-Ordinarily Resident (NOR): FP-07 \* \$ 43,031 p.a.

\*Final grade/step for NORs will be determined by Washington.

**START DATE:** The selected candidate must be able to start work within 5 (five) weeks of receipt of agency authorization and/or clearances/certifications, or their candidacy may not be considered.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Mumbai is seeking eligible and qualified applicants for the position of Visa Assistant.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

## **BASIC FUNCTION OF POSITION**

The incumbent assists in the Immigrant Visa (IV) Unit, consisting of a Senior Visa Specialist, Senior Visa Assistants, and Immigrant Visa Assistants responsible for processing immigrant, fiancé(e), and K visa applications. The unit also handles a number of returning resident applications and boarding foils. Incumbent performs a full range of duties in the IV unit including checking documents submitted by immigrant visa applicants, organizing and tracking visa requests according to a complicated set of laws and procedures so that a Consular Officer can make a decision, and ensuring that the legal requirements of the application have been met. Incumbent attends to applicant inquiries, accurately prints immigrant visas and creates immigrant visa packets, files immigrant visa cases received from the National Visa

Center (NVC), drafts memos for transferring or returning petitions to different posts or NVC, and interprets for Consular Officers as required.

### **QUALIFICATIONS REQUIRED**

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. EDUCATION: Bachelor's degree in Arts (Humanities), Business (Commerce), Science/Technology, Computer Application or Business Administration is required. (Indicate completion/non-completion by checking Yes/No under the education requirement point No. 19 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 the course and subjects for each qualification you possess)
- 2. EXPERIENCE: Two years of experience in consular work or relevant work experience involving customer service and/or office clerical work involving contacts with public is required. (Elaborate job responsibilities under point No. 21 on the form DS-174. You may also attach additional sheets in case you would like to provide any further information/details)
- 3. LANGUAGE: Level IV (Fluency) Speaking, Reading and Writing of English is required (This will be tested). Level IV (Fluency) Speaking and Reading of Punjabi and Hindi is required (This will be tested). (When applying for the position, please indicate your level of proficiency for these languages.)

Following are the mandatory requirements/pre-requisites for employment with the U.S. Consulate, Mumbai. Each applicant is required to provide these documents along with the application form DS-174. Applications without these documents will not be accepted.

- 1. 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), copy of Passport, PAN Card, Voter's ID, Aadhaar Card, Valid Driving License, etc.).
- 2. <u>Educational Documents</u>: Please attach copies of school/college Certificates/Degree/Diploma courses as listed on the vacancy announcement.
- 3. <u>Trainings / Certificates / Computer or any other academic course</u>: Any Skilled or Semi-Skilled trainings/courses undertaken and completed as required on the vacancy announcement.
- 4. <u>Other documents</u>: Please attach any other documents (e.g. licenses/Certification) if requested above under qualifications required.

**FOR FURTHER INFORMATION:** A copy of the complete position description listing duties and responsibilities is available in the Human Resources Office. To request the position description, kindly send an email to <a href="mailto:MumbaiHRCareer@state.gov">MumbaiHRCareer@state.gov</a>.

**HIRING PREFERENCE SELECTION PROCESS:** When qualified, 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\*\*

\* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

\*\* This level of preference applies to all Foreign Service employees on LWOP.

## **ADDITIONAL SELECTION CRITERIA:**

- 1. Management may consider any of 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. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
- 4. The candidate must be able to obtain and hold the following: Public Trust Security Clearance.

**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.

 Universal Application for Employment (UAE) (Form DS-174), which is available on our website <a href="https://in.usembassy.gov/embassy-consulates/jobs/mumbai/">https://in.usembassy.gov/embassy-consulates/jobs/mumbai/</a> or by contacting the Human Resources Office;

**PLEASE NOTE:** Resumes/Curriculum Vitae/Bio-Data's <u>will not be accepted</u> therefore, completion and providing necessary information on the Universal Application for Employment form (UAE) DS-174 is a must.

The spacing issue on the DS-174 has been resolved however; you may continue to attach additional sheets in case you would like to provide any further information/details.

2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.).

#### WHERE TO APPLY:

**Human Resources Office** 

E-mail Address: MumbaiHRCareer@state.gov

**EQUAL EMPLOYMENT OPPORTUNITY:** 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. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

# **Appendix (DEFINITIONS)**

<u>Eligible Family Member (EFM):</u> An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); or
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; or
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; or
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; and
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- Is under chief of mission authority.

<u>U.S. Citizen Eligible Family Member (USEFM):</u> A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or
- Child of the sponsoring employee who is unmarried and at least 18 years old: and
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; or
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

<u>Appointment Eligible Family Member (AEFM):</u> An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; or
- Child of the sponsoring employee who is unmarried and at least 18 years old; and
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); and
- Is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

<u>Member of Household (MOH):</u> An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

## Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan: or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does <u>not</u> ordinarily reside in the host country; and
- Is <u>not</u> subject to host country employment and tax laws.

#### Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally
  resident and has legal and/or permanent resident status within the host country and/or who is a
  holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.