



**AMERICAN EMBASSY, NEW DELHI, INDIA**  
**VACANCY ANNOUNCEMENT FOR CHAUFFEUR /CLEANER**  
**AT**  
**AMBASSADOR'S RESIDENCE**  
**VACANCY ANNOUNCEMENT NUMBER – 15-017**

**OPEN TO:** All Interested Candidates

**POSITION:** **Chauffeur / Cleaner Ambassador's residence\***

**OPENING DATE:** February 26, 2015

**CLOSING DATE:** March 12, 2015

**WORK HOURS:** Full-time; 54 hours/week

**SALARY:** Starting salary will be determined on the basis of qualifications and experience, and/or salary history.

**NOTE: \*The hired employee will be paid by and work under contract with the Principal Employer. S/he will not be an employee of the United States Government. The incumbent would have two separate contracts 1 for Chauffeur and 1 for Cleaner for this position.**

Only applicants who are selected for the interview will be contacted.

**BASIC FUNCTION OF POSITION**

The incumbent will be serving as part-time cleaner at the Ambassador's Residence and part – time personal chauffeur to the Ambassador.

1. Serves as part time third Cleaner at the Roosevelt House. Responsible for the cleanliness of the Roosevelt House, particularly floors/carpets in all rooms; the washrooms; and polishing, washing-up, and serving at the table when required. Any other assignments as assigned by the Residence Manager.
2. Serves as part time Chauffer to the Ambassador. Operates the Ambassador's personal vehicle as directed. Performs the following prior to departure on field trips: 1)

Takes assigned vehicle to auto workshop for safety and mechanical checks; 2) obtains full tank of gas; 3) performs maintenance check listed on reverse of trip ticket and road-worthiness of vehicle; 4) obtains pollution check, tools, service parts, first-aid kit etc. Maintain clearance paper and other documents required. Maintain the vehicle neat and clean. Inform shipping office in case of expiry of insurance and pollution certificate.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

### **QUALIFICATIONS REQUIRED**

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

1. Completion of High school (Class XII).
2. Knowledge of automotive preventive maintenance, traffic regulations, road conditions and Delhi area destinations /routes used regularly for Mission business.
3. Must have good Professional driving skills, ability to understand commands and communicate as required to perform duties and be able to maintain clean and safe vehicle
4. Must have a valid driving license. (LMV- Commercial license). Minimum five years of driving experience on Delhi roads.
5. Good working knowledge level III (read/write/speak) in English and in Hindi.

### **TO APPLY**

Interested applicants for this position should submit the following:

1. A current resume or curriculum vitae that provides the below information, **plus**
2. Any other documentation (e.g., certificates, awards) that addresses the qualification requirements of the position as listed above.

#### **The resume or curriculum vitae must include the below information.**

- A. Position Title
- B. Vacancy Announcement Number
- C. Date of Birth
- D. Place of Birth
- E. Citizenship
- F. First, Middle, & Last Names as well as any other names used
- G. Current Address and phone numbers
- H. If foreign national, eligibility to work in India (work/residency permits should be attached)
- I. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- J. Education
- K. License, Skills, Training, Membership, & Recognition

- L. Language Skills
- M. Work Experience
- N. References

**SUBMIT APPLICATION TO:**

U. S. Embassy  
Human Resources Office  
Shantipath, Chanakyapuri  
New Delhi 110 021  
Or  
FAX: 2419-8056  
Or  
E-mail: [NewDelhiOREVacancies@state.gov](mailto:NewDelhiOREVacancies@state.gov)

**POINT OF CONTACT**

Telephone: 24198488

Please insert **“Application for Chauffeur/Cleaner, Ambassador’s Residence”** in the Subject of the E-mail for electronic submission; or on the envelope, in case of print copy submission. Applications without the position title **“Chauffeur / Cleaner – Ambassador Residence”** will not be accepted.

**CLOSING DATE FOR THIS POSITION: (March 12, 2015)**