



AMERICAN EMBASSY, NEW DELHI, INDIA

**VACANCY ANNOUNCEMENT NUMBER: 15-032A
TRAINEE LEVEL**

REF: VACANCY ANNOUNCEMENT NUMBER: 15-032

OPEN TO: All Interested Candidates

POSITION: Librarian (02 positions) - Trainee level
FSN-5005-06, LC/DLA-148 (T) and LC/DLA-228 (T)
(Personal Services Agreement)

OPENING DATE: June 01, 2015

CLOSING DATE: June 12, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: Not Ordinarily Resident (NOR) - Grade: FP-08
Ordinarily Resident (OR) - Grade: FSN-06*
*Starting salary will be determined on the basis of qualifications and
experience, and/or salary history.

ALL NOT ORDINARILY RESIDENT (NOR) APPLICANTS (See Definitions) MUST ATTACH THE REQUIRED WORK PERMIT-VISA, RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. (Applications that do not provide the required documentation will not be considered)

The U.S. Embassy in New Delhi is seeking individuals for the position of Librarian in the Library of Congress Office.

NOTE: APPLICANTS WHO RESPONDED TO VACANCY ANNOUNCEMENT NO 15-032 NEED NOT REAPPLY.

Applicants must apply on U.S. Mission Application Employment Form and specify the vacancy announcement number. Applications not completed on U.S. Mission Application Employment Form, 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 selected for the interview will be contacted.

BASIC FUNCTIONS OF THE POSITION

The New Delhi office of the Library of Congress administers the South Asian Cooperative Acquisitions Program (SACAP) whereby it acquires additional copies for 48 North American university libraries of publications for which a sample copy has been previously acquired for the Library of Congress (LOC). Materials are physically received in the Receiving Unit of the Management Services Division.

Perform duties, though not limited to the following:

- Learn to receive multiple copies in Overseas Field Office Replacement System (OFORS) as additional copies of books, audio and video materials, maps, posters, etc. ordered from dealers, Bibliographic and Country Representatives, ensuring receipts are correct and invoices are authentic and accurate.
- Learn to check materials received against orders entered into OFORS. Check carefully for correctness and completeness of supply, including correct title, volumes, number of copies, etc.
- Learn to certify invoices for payment after verifying their correctness by checking unit and total prices, discounts, and/or surcharges as per individual contractual agreement with different dealers and suppliers.
- Learn to compile and update records of monthly shipments received from LOC Country Representatives by pouch and courier and forward them to the appropriate LOC work areas.
- Learn to compile and update monthly records of number of boxes and packets unpacked by Packing Unit, in order to verify Contractor's monthly invoices.
- Learn to maintain auditable statistics for monographs acquired for SACAP participants, compiling them in spreadsheets used for book keeping and billing purposes.
- Learn to process, store, and retrieve library materials to initiate the packing and shipping process, ensuring correct materials are processed for SACAP participants with appropriate documentation.
- Learn to ensure that all library materials are stored in a secure, locked environment; prevent unauthorized persons from entering the area.
- Learn to oversee the correct arrangement of (a) titles for which bibliographic data is not available at the time of receipt of additional copies; (b) titles awaiting binding; and (c) titles ready to be shipped; and (d) titles awaiting invoices.
- Learn to search LOC database for bibliographic records of titles for which additional copies were received. Learn to oversee contract staff duplicating printouts of bibliographic records and their insertion in copies to be shipped to participants. Ensure error free shipping by verifying that bibliographic records are matched with corresponding books.
- Learn to finalize shipments, authenticate number of boxes packed, and maintain auditable statistics and related activities.
- Learn to maintain spreadsheets of weight and number of boxes shipped to LOC and SACAP participants, by lift van and by participant, for the purpose of ensuring accurate and up-to-date participants accounts.
- Learn to verify and authenticate the boxes packed and unpacked by Packing Unit, so the Contractor can claim payments on "per-piece" basis.
- Learn to process participant copies for binding in a timely manner, coordinating the dispatch and receipt of unbound materials to the binders. Learn to exercise quality control of participant copies.
- Learn to ensure timely dispatch of unbound materials to the binders. Maintain accurate records of all library materials at the binders, and verify their receipt after binding, ensuring that all library materials are returned. Authenticate and certify binders' invoices for payment, after

- verifying their correctness as per contractual agreements with the binders.
- Learn to handle and process the material on priority basis for special requests by air mail and lift van.
 - Learn to spot check binding for compliance with binding contract specifications, and review any title/author/volume information inscribed by the binders on the cover and spine of the bound volumes for conformance with bibliographic records.
 - Learn to maintain statistics of pieces bound by country program, and keep spreadsheets used in billing/book-keeping for participant libraries for approximately 35,000 pieces sent to binding annually.
 - Perform other duties as assigned.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. To request the position description, kindly send an email to NewDelhiVacancies@State.gov.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. **(Applications that do not provide clear evidence that all qualifications are met will not be considered)**

1. Bachelor's degree in either of these disciplines is required: Science, Commerce, or Humanities.
2. One years of work experience in a library or a publisher or book environment out of which six months of experience in data entry is required.
3. Level III (Good working knowledge) in English and Level IV (Fluency) in Hindi is required (Speaking/Reading/Writing). **(When applying for the position, please indicate your level of proficiency for these languages)**
4. Demonstrated experience using MS Office applications like MS Word, MS Excel and Internet based applications.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

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. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs and hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position should submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family member (DS-0174) is available on website. Must answer all the questions in DS-174 application form.

http://newdelhi.usembassy.gov/job_opportunities.html **or** (see below)

2. A current resume or curriculum vitae that provides the same information found on the Universal Application for Employment; **or** (see below)
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus** (see below)
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-0214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the Universal Application for Employment.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Date of Birth
- E. Place of Birth
- F. Dates Available for Work
- G. First, Middle, & Last Names as well as any other names used
- H. Current Address, Day, Evening, and Cell phone numbers
- I. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- J. U.S. Social Security Number and/or Identification Number
- K. Eligibility to work in the country (*Yes or No*)

- L. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- M. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- N. Days available to work
- O. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- P. U.S. Eligible Family Member and Veterans Hiring Preference
- Q. Education
- R. License, Skills, Training, Membership, & Recognition
- S. Language Skills
- T. Work Experience
- U. References

SUBMIT APPLICATION TO

U. S. Embassy
Human Resources Office (Recruitment Team)
Shantipath, Chanakyapuri
New Delhi 110 021

or

FAX: 2419-8056

or

E-mail: NewDelhiVacancies@State.gov

POINT OF CONTACT

Telephone: 24198227/8369/8908

Please insert **15-032A** (Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with incorrect Vacancy Number will not be accepted.

DEFINITIONS

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, 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.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, 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 at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFGs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: (June 12, 2015)

The U.S. Mission in New Delhi 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.