



AMERICAN EMBASSY, NEW DELHI, INDIA

VACANCY ANNOUNCEMENT NUMBER: 11-085

OPEN TO: All interested candidates

POSITION: Librarian (Cataloging) (Full Performance), FSN-5005-09, LC-128
(Personal Services Agreement)

OPENING DATE: June 24, 2011

CLOSING DATE: July 08, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: Not Ordinarily Resident (NOR) – Grade: FP-05 (Steps 1 through 4)
Ordinarily Resident (OR)-Grade: FSN-09
*Starting salary and grade will be determined on the basis of
qualifications and experience, and/or salary history.

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

The U.S. Embassy in New Delhi is seeking an individual for the position of Librarian
(Cataloging) in the LOC Office.

**NOTE: APPLICANTS WHO RESPONDED TO VACANCY ANNOUNCEMENT NO 11-085A
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 Cataloging and Selection Librarian in the Library of Congress Office, New Delhi performs two very diversified roles – that of a cataloging expert specializing in one or more language/subject areas; and that of an acquisition and selection expert in the language/subject of assignment. Perform duties, though not limited to the following:

- Perform “***independent original***” descriptive cataloging of monographs, serials and non-book materials in accordance with international standards, viz., AACR2, Library of Congress Rule Interpretations and current revisions, and other cataloging manuals.
- Perform “***independent original***” subject cataloging of titles falling in the subject categories for which the Office has been declared independent in accordance with the LC rules for subject cataloging.
- Perform preliminary subject cataloging of titles falling in subject categories for which the office does not have final authority, or for titles selected for Enhanced Minimal Level cataloging (MLC+). Assigns existing subject headings to vernacular titles.
- Using the LC Classification and Shelving Manual, incumbent perform shelving for monographs acquired for Library of Congress’s collection that fall within the classes for which the New Delhi Office is responsible for sending “shelf ready” acquisitions to LOC Washington.
- Manage own time to ensure that selection, acquisition and cataloging duties are performed at levels of productivity consistent with the incoming workload.
- Select assigned South Asian vernacular language material in a variety of formats: monographs, serials, pamphlets, maps, ephemeral material and non-print media such as sound cassettes, CS’s, DVD’s, etc.
- Search language publications against automated databases to eliminate duplicates, especially reprints and subsequent editions.
- Stay abreast of publishing, literary, socio-political and economic trends in the region(s), language(s), and/or subject(s).
- Evaluate adequacy of coverage provided by the office’s assigned vendors of publications for the language/subject of assignment.
- Respond to queries pertaining to acquisition of material from the Library of Congress and participating libraries.

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.

- a. College degree specializing in Humanities/Social Sciences or related field required.
- b. Four years of progressively responsible experience in library work, two years of which must have been (i) as an “independent original” descriptive and subject cataloger using the Library of Congress cataloging rules, and the MARC 21 format; and (ii) as a

cataloger/selector specializing in the selection of Bengali language materials in accordance with the Library of Congress collection policies.

c. Level IV (Fluency) English and Level IV (Fluency) in Bengali Language. Level II (Limited Knowledge) of at least one other Indian language. **(When applying for the position, please indicate your level of proficiency for these languages)**

d. In-depth knowledge of publishing, literary, political and social trends in the language/subject of assignment (Bengali). Knowledge and understanding of cataloging rules. General knowledge of requirements and needs of South Asian scholars.

e. The ability to use personal computer, MS-Word, EXCEL, ACCESS, Power Point is required.

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 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 http://newdelhi.usembassy.gov/job_opportunities.html **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Definitions); **or**
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**

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.

SUBMIT APPLICATION TO

U. S. Embassy
Human Resources Office
Attention: S/HRO
Shantipath, Chanakyapuri
New Delhi 110 021

or

FAX: 2419-8056

or

E-mail: NewDelhiVacancies@State.gov

POINT OF CONTACT

Telephone: 24198227

Please insert 11-085 (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, 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.

EFMs 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).

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

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. First, Middle, & Last Names as well as any other names used
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (*Yes or No*)
- K. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

CLOSING DATE FOR THIS POSITION: (July 08, 2011)

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.