



## **AMERICAN CONSULATE, KOLKATA, INDIA**

VACANCY ANNOUNCEMENT NUMBER: **KOL-2011-15**

The U.S. Consulate in Kolkata is seeking an individual for the position of Sub-Cashier/Visa Clerk in the Consular section:

**Applicants must apply on Form DS-0174 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form DS-0174, 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.**

**OPEN TO:** **All Interested Candidates**

**POSITION:** Sub-Cashier/Visa Clerk, FSN-1415-06, CLA-310015

**OPENING DATE:** August 08, 2011

**CLOSING DATE:** August 22, 2011

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

**SALARY:** **Not Ordinarily Resident:** Grade: FP-08  
**Ordinarily Resident:** Grade: FSN-6\*

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

### **DEFINITIONS:**

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

- Spouse or same-sex domestic partner (as defined in 3FAM 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. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US 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:**
- 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**
- 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: **and**
- 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 US Citizen.

4. **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 US Social Security Number (SSN).

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

5. **Ordinarily Resident (OR)** – A Foreign National or US 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 US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**NOTE: FOREIGN NATIONAL APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.**

**FUNCTION OF POSITION**

1. Serves as the section's Primary Sub-Cashier and is responsible for collection of fees for all Consular services and working with the Consular and Management Officers for all reporting and reconciliation. Provide an itemized receipt to the customer and works with the Consular and Management Officers for a daily, monthly and annual reporting, reconciliation and accountability.
2. Assist in drafting of Security Advisory Opinion cases and keep track of all cases pertaining to SAO in the website. Inform the applicants when issued and also keep update the NIV Supervisor and Consular Officer and when needed.
3. Performs on-line data check, data entry, name check, fingerprint and records searches pertaining to NIV applications. Perform interpretation in Hindi and Bengali during visa interviews as needed. Print and physically prepare issued visas for distribution to the public. Must be alert to detect fraud indicators and should advise the consular officer of any fraudulent or suspect document.
4. File and retrieve visa applications and consular section documents. Dispose of old applications as necessary and maintain all files as well as passports and visas securely.

## **QUALIFICATIONS REQUIRED**

1. Completion of collegiate degree.
2. Two years of experience in office clerical experience involving contact with the public.
3. Level 4 (Fluent) Speaking/Reading English; Level 3 (Good working Knowledge) Speaking/Reading Bengali and Hindi.
4. Good word processing and accurate data entry skills; a working knowledge of internal operating procedures; and knowledge of the basic requirements of all areas of consular work. Should acquire on-the-job knowledge of local laws, regulations and local fraud trends. Knowledge of the basic principles of accounting, financial record keeping, filing, general office procedures.
5. Exercise tact and careful handling in dealing with the public. The ability to work in a high-stress, high-volume production environment, often under difficult and sensitive circumstance. Ability to draft correspondence in precise and correct English. Must learn the four (NIV, IV, ACS, CCD) complex specialized Windows-based software programs required in order to perform all aspects of consular work and have a good working knowledge of Microsoft Office Tools. Must be able to understand and apply the processes of checks and balance and of proper documentation in processing of fee receipts and visa applications.

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US 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 US 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 candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174) available on website <http://kolkata.usconsulate.gov/jobopportunities.html> or
2. 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; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE: **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US 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:**

American Consulate General  
Management Office  
Attention: Ellen C. Langston  
38A, Jawahar Lal Nehru (Chowringhee) Road  
Kolkata 700 071

**NOTE--Applications sent by post/courier will only be accepted during office hours Monday thru Friday between 8:00 am and 5:00 pm.**

Or

E-mail application to: [HROKolkata@state.gov](mailto:HROKolkata@state.gov)

Please insert "VA# 2011-15 (Vacancy Announcement Number) and CLA-310015 (Position number) in the subject of the e-mail. Applications without the Vacancy/Position Number or with incorrect numbers will not be accepted.

## **POINT OF CONTACT**

C. T. Adams  
Telephone: 3984-2419  
FAX: 2282-2335

**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. 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

All applications for the Subject announcement must be received by **August 22, 2011**.

### **EQUAL OPPORTUNITY EMPLOYER**

The US Mission in Kolkata 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.

Cleared: CONS: WSRowland  
Approved: MO: ECLangston