



AMERICAN CONSULATE, KOLKATA, INDIA

VACANCY ANNOUNCEMENT NUMBER: **KOL-2012-11**

The U.S. Consulate in Kolkata is seeking an individual for the position of Carpenter in the General Services 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: Carpenter, FSN-1210-04, CLA-526041

OPENING DATE: May 13, 2012

CLOSING DATE: May 27, 2012

WORK HOURS: Full-time; 48 hours/week

SALARY: **Not Ordinarily Resident:** Grade: FP-AA
Ordinarily Resident: Grade: FSN-4*

*Starting salary 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

Responsible to perform the full range of carpentry skills and techniques in repairing, constructing, altering and maintaining wood/wood substitute components at 4 large USG owned properties consisting two 4 storied, one 5 storied office buildings with basement and sub-basement, one representational residence and one 4 storied 4 apartment building along with 8 free standing structures and outhouses.
Directs Trades Helper (CLA – 526020).

Performs routine and preventive maintenance – weekly, monthly, quarterly, half-yearly and annual for all types door closers, hinges, locks, hasp bolts, doors, windows, furniture installed in the offices and residential complex etc.

Uses and maintains a wide variety of tools and equipment and apply full range of carpentry skills and techniques where accuracy, spacing, and fit are essential and structural soundness or appearance is important. Plans and completes projects from initial layout to final assembly or installation. Selects lumber, materials, and suppliers required to complete assigned work Planes, sands and finishes completed work when necessary. Fabricates and installs frames or casings for windows, doors, transoms, and ventilators; shelves, counters, plywood duct-work, bulletin boards, cabinets, bookcases, and related features having built-in characteristics. Insures that installed components are level and accurately aligned with other parts of the structure. Installs doors and window sashes. Trims, mortises, drills and prepares items for attachment of hardware. Applies caulking compound or other filler material around door and window casings and at other points where tight seal is required. Files, gums, sets, joins, tensions and brazes saw blades for both power and handsaws.

Receives approved PASS work orders prior to commence any work that require rectification; prepares and submits list of carpentry spares for day-to-day maintenance and repair work; maintains stock of spares for emergency repairs. Provides information regarding time, necessary spare parts and cost for compliance any PASS work order. Reads and understands schematic drawings sketches, manufacturer's technical manual of equipment and furniture for installation and performs such installations.

Performs jobs with polishing materials, pesticide to wood/wood substitute Materials and paint; carries out duties at height while inspecting door closers, hinges and windows; uses safety equipment to prevent fall from height.

Accompanies contract Foreman, supervisors and carpenters during minor and major improvement projects to ensure contractor perform according to approved scope of work; ensure established safety procedures are obeyed and reports to Maintenance Supervisor in case of non compliance; recognize sketches for any minor discrepancies and ensures corrections are made in an approved manner.

Performs other duties as assigned.

QUALIFICATIONS REQUIRED

1. Completion of Class VIII is required. Completion of vocational training of apprenticeship recognized as producing journeyman skills or equivalent experience is required.
2. Three years of experience as a skilled carpenter. Apprenticeship in any industry for carpentry safety codes and practices is required.
3. Level 2 spoken and written English is required and level 2 in spoken Bengali and Hindi is required.
4. Must be knowledgeable in measurement procedures. Must have the knowledge of the basic components of a structure and understand the purpose of the components as they relate to the complete structure so as to insure strength, support and fit of assemblies. Must be knowledge able in safety measures when using tools.
5. Must be skilled in the use of a variety of hand and power shop tools of the carpentry trade to include, set up and adjust tools to accomplish all tasks. Must possess the skill to maintain the tools to include sharpening saws, tools and accessories.

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 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: Daley C. O'Neil
38A, Jawahar Lal Nehru (Chowringhee) Road
Kolkata 700 071

Or

E-mail application to: HROKolkata@state.gov

Please insert "VA# 2012-11 (Vacancy Announcement Number) and CLA-526041 (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 **May 27, 2012**.

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: GSO: EEKozlow
Approved: MO: DCO'Neil