



American Consulate General, Mumbai, India

VACANCY ANNOUNCEMENT NUMBER: 06/2012

OPEN TO: All Interested Candidates

POSITION: Consular Investigations Assistant; BLA-301007; FSN-1430-08
(Personal Services Agreement)

OPENING DATE: January 27, 2012

CLOSING DATE: February 9, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: EFM/NOR: Grade: FP-06
Ordinarily Resident: FSN-08
*Starting salary will be determined on the basis of qualifications, experience and/or highest previous salary.

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

The American Consulate General in Mumbai is seeking an individual for the position of Consular Investigations Assistant for its Fraud Prevention Unit.

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 shortlisted applicants will be called for the interview.

BASIC FUNCTION OF POSITION

Analyze and verify documents submitted in connection with visa applications or petitions (drop box), which may indicate fraud. Interview petitioner/beneficiary/applicant to ascertain discrepancies or contradictory statements, which may indicate fraud or fraudulent trends. (IV and NIV). Have a role in developing and evaluating intelligence related to migration schemes and criminal activity such as counterfeiting passports and illegally procuring civil documents. Consults case with Fraud Prevention Manager to determine if the investigation is required. Log investigation cases from Consular Officers and that received from USCIS or other consular officers. On instruction from FPM, schedule periodic (ideally every quarter) investigation trips to areas of the Consular District outside Mumbai and in Mumbai. Prioritizes fraud cases based on location and when possible in tie-order preference using information contained in the tracking system. Plans the trips in coordination with transport/travel sections. Conduct

field investigations along with American Supervisor. Act as translator form Fraud Officer. Draft summary of each case to be investigated, indicating what fraud is suspected and the manner in which the investigation is to be conducted. (i.e. Interviews with specific people, examination of records, checks on neighbors). After investigation trip compiles detailed reports on cases and recommends action to be taken. Detecting Fraud patterns developing in NIV and IV cases. Constantly works with new interviewing officers and provide guidance from the fraud previous view point and suggests conclusions based on past experiences. Draft correspondence to applicants and other government organizations whenever required. Maintain appropriate files on fraud prevention subjects as well as Visa matters from interested parties, USCIS etc and take appropriate action as directed by the American Supervisor (lookouts). Enter lookouts for lost and stolen passports and inform CA/FPP regarding the same. Maintain lookout files. Maintain various spreadsheets. Respond to USCIS queries and give necessary information to other Consular Officers by retrieving cases and scanning all necessary information and forwarding all details to senior FPU investigators. Conducting skills test for H1B applicants. Contacting local officials whenever necessary. (e.g. Passport Office etc.). Keep tracking records of lookout companies. Keep records of yearly fraud referrals, DNA reports received in the FPU database system. Keep tracking records of all H/L/B/C applicants referred by Non-Immigration Unit. Send certificates to different agencies for verification. Receive snitch information over the phone and answer queries concerning cases to the petitioners and beneficiaries. Make pretext calls to both India and United States. Translate letters and sworn statements from Gujarati to English.

QUALIFICATIONS REQUIRED

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

1. Completion of Secondary School is required.
2. One year to three years of progressively responsible experience in investigative work. e.g. Consular, military, police, or private security or other closely related field.
3. Level IV (fluent) English and Gujarati, Hindi/Marathi is required. **(when applying for the position, please indicate your level of proficiency for the language)**
4. 9 FAM and parts 7 FAM dealing with acquisition of nationality. A good working knowledge of internal operation procedures and regulations. A good working knowledge of documentary sources of information and familiarity with application local laws, such as marriage, divorce and adoption.
5. Ability to maintain contracts at the working level. Ability to exercise initiative and resourcefulness in obtaining evidence and exercise of judgment in distinguishing between clear cut and questionable cases. Ability to draft reports in acceptable English. Discretion in treatment of privileged information. Level II (min 40 w.p.m) typing 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 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) is available on our website http://mumbai.usconsulate.gov/human_resources.html **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); **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-214 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

American Consulate General
Human Resources Office
Attention: The Management Officer
C-49, G-Block
Bandra Kurla Complex
Mumbai 400 051.

POINT OF CONTACT

Shyju B. Kombath
Human Resources Office
Tel: (022) 2672-4000 Extn.: 4354
Fax: (022) 2672-4584
E-mail: MumbaiHRCareer@State.gov

CLOSING DATE FOR THIS POSITION: February 9, 2012

The U.S. Mission in Mumbai 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.

Drafted By: M/HR - RRajmohan/SKombath

Approved By: CONS - DGedacht

Cleared By: MGMT - PCox

Appendix A

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.

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 U.S. 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 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).

Appendix B

DEFINITIONS

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