



U.S. Department of State
**APPLICATION FOR EMPLOYMENT AS A
 LOCALLY EMPLOYED STAFF OR FAMILY MEMBER**

OMB APPROVAL NO. 1405-0189
 EXPIRES: 03/31/2016
 ESTIMATED BURDEN: 1 Hour

*(This application is for positions recruited by the U.S. Mission under the
 Office of Overseas Employment's Interagency Local Employment Recruitment Policy)*

POSITION		
1. Position Title MANAGEMENT ASSISTANT <i>(Stated on the vacancy announcement as 'Position')</i>	2. Grade FSN – 8 or FP-06 <i>(Stated on the vacancy announcement as FP-XX or FSN-XXXX-XX)</i>	
3. Vacancy Announcement Number 16-XXX <i>(Stated at top of vacancy announcement as '16-XXX')</i>	4. Date Available for Work (<i>mm-dd-yyyy</i>) 09-12-2016 / ONE MONTH NOTICE PERIOD REQUIRED <i>(Provide your Joining availability date considering notice period clause with the current organization or travel plans or leave plans, if any)</i>	
PERSONAL INFORMATION		
5. Last Name(s)/Surnames <input type="text" value="KUMAR"/> <i>(Must provide your complete name)</i>	First Name <input type="text" value="AJAY"/>	Middle Name <input type="text" value="NMN (NO MIDDLE NAME)"/>
6. Other Names Used N/A (NOT APPLICABLE)		
7. Current Address HOUSE NO.12/24, 1ST FLOOR, HIMGIRI APPARTMENTS, KAROL BAGH, DELHI 110009 NEAR DESHBANDHU COLLEGE. <i>(Provide your complete current address, including apartment number, building number, and other residential identifiers)</i>	8. Phone Numbers Day 011-24198000 Ext 9999 Evening 91-999-999-9999 Mobile 91-999-999-9999 <i>(Must provide your daytime, evening, and cellular contact numbers, including country, regional, area, or city codes, as appropriate)</i>	
9. E-mail Address ABC@XYZ.COM <i>(Provide your Email ID (personal /Official or both) and those who do not have an email id are advised to create one as the HR Office communicates mostly via. Email. In case, you're not contactable via email then the HR Office would contact via mobile/phone numbers)</i>		
10. Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Must check the appropriate box)</i>		
11. Do you have permanent U.S. Resident status (green card)? <i>(Must check the appropriate box)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide number. _____		
12a. U.S. Social Security Number (for U.S. Citizens/Permanent U.S. Residents) N/A and/or 12b. Country Identification Number <i>(For those who do not have SSN)</i> 1234 5678 9123 (ADHAAR CARD NO.) <i>(Example: Passport Number, PAN No., Adhaar Number, or any other Country Identification Number etc.)</i> <i>(Please ensure that correct information is entered above. Details provided will be kept confidential with the HR office.)</i> Must attach a copy of any one of the document that confirms your Country Identification Number (for example: Social Security Card, Passport, PAN Card, Voter's ID, Adhaar Card, Valid Driving License etc. In case you fail to do so, your application will not be considered.)		
13. Are you legally eligible to work in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Mission HR may require verification of eligibility. Please attach copies of all documentation that confirms your legal eligibility to work in this country (e.g., work permit, residency permit).		

(Please answer 'yes' or 'no' for your eligibility to work in the country where the Mission is located i.e. India.)

Must attach a copy of any one of the document that confirms your legal eligibility to work in India (for example: Work Permit, Residency Permit, Passport, PAN Card, Voter's ID, Adhaar Card, Valid Driving License etc. In case you fail to do so, your application will not be considered.)

14. If hired, are there accommodations the Mission needs to provide so that you can perform all the essential functions and duties of the position? Yes No

If yes, please explain.

(Must check the appropriate box.)

Please mention if you require a reasonable accommodation as an employee with a disability or as a qualified applicant with a disability or if you have any other special needs.)

15. If you are applying for a position that includes driving a U.S. Government vehicle, do you have a current and valid driver's license?

Yes No Not Applicable

(Must check the appropriate box)

(If you're applying for a vacancy that requires driving license then you must attach a copy of the license without which your application will not be considered. In case your license has expired, Please include renewal receipt if an application for renewal has been submitted to transport authorities. Application with an expired license and without renewal receipt will not be considered.)

If yes, Class/Type of License [LMV \(Commercial\) & HMV \(Commercial\) and Transport](#) (Mention all categories of licences that you possess)

If yes, have you operated a vehicle without incident for the past three years?

Yes No

(Must check the appropriate box)

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16. What days are you available to work as part of a regularly scheduled work week? (Check all that apply.)

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

(Must check the appropriate boxes)

{Select your work week availability carefully and in reference to position requirements as this will be a determining factor for all kinds positions like full time/part time and When actually Employed (WAE)}

17. Do any of your relatives or members of your household work for the United States Government? Yes No

(Must check the appropriate box)

If yes, provide the details below. If you need more space, use an additional sheet of paper. (See Instructions for Completing the DS-174 for the definition of relatives and members of household.)

(It is a must to provide details of your relative(s) or member(s) of your household working in U.S. Government in the below column. Withholding such information may result in disqualification of the application at any stage whether before or after the hiring process.)

Relatives and members of household include father, mother, husband, wife, unmarried partner of the opposite or same sex, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, and half sister.

Only those relative(s) or member(s) should be mentioned who work with the U.S Government anywhere across the globe.)

Name	Relationship	Agency, Position, and Location
MR. VIJAY KUMAR	BROTHER	STATE DEPARTMENT, CONSULAR ASSISTANT, NEW DELHI

U.S. CITIZEN ELIGIBLE FAMILY MEMBER (USEFM) AND U.S. VETERANS HIRING PREFERENCE

18. Are you claiming preference in hiring under U.S. law, including the Foreign Service Act of 1980, based upon your status as either a U.S. Citizen Eligible Family Member (USEFM) or U.S. Veteran? See Instructions for Completing the DS-174 for additional information about the USEFM and U.S. Veterans hiring preference. (Check only one.)

- Yes, I am a U.S. Citizen EFM and also a U.S. Veteran Yes, I am a U.S. Veteran
 Yes, I am a U.S. Citizen EFM No, I am neither a U.S. Citizen EFM, nor a U.S. Veteran

(Must check the appropriate box)

Have you invoked this preference for a prior position at this post/Mission? Yes No

(Must check the appropriate box)

If yes, which agency? _____ Date (mm-dd-yyyy) _____

If claiming eligibility for U.S. Veteran preference, you must attach a copy of your most recent DD-214, Certificate of Release or Discharge from Active Duty. If claiming conditional eligibility for U.S. Veterans preference, you must submit proof of conditional eligibility.

EDUCATION

<p>19. Graduate School Name of School, City, State or Country (Mention the complete name of the university/School/Institute/Vocational School for all the columns below including City, State and Country)</p> <p>ARGI COLLEGE, DELHI UNIVERSITY, DELHI, INDIA</p>	<p>Dates Attended (mm-yyyy) (State the start and end 'month and year' for all the educational qualifications) From <u>06-2003</u> To <u>05-2006</u></p>	<p>Did you graduate? (Check appropriate box for completion/non-completion of the 'respective education' for all the columns below) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Must check the appropriate box)</p>	<p>Degree/Diploma (State the complete name of the Degree/Diploma/Professional course or any other Graduation Course. Mention 12th/10th for High School and Under graduation columns) BACHELOR OF COMMERCE (HONOURS)</p>	<p>Major Subject (State all the Major Subjects) ACCOUNTS, INCOME TAX, MATHS, ECONOMICS, LAW, BUSINESS STUDIES</p>
<p>Undergraduate College/University Name of School, City, State or Country FATHER AGNEL SCHOOL, LAJPAT NAGAR, NEW DELHI, INDIA</p>	<p>Dates Attended (mm-yyyy) From <u>04-2002</u> To <u>03-2003</u></p>	<p>Did you graduate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Must check the appropriate box)</p>	<p>Degree/Diploma 12TH (COMMERCE) / SENIOR SECONDARY</p>	<p>Major Subject MATHS, ACCOUNTS, BUSINESS STUDIES, ENGLISH, ECONOMICS</p>
<p>High School/GED or Country Equivalent Name of School, City, State or Country FATHER AGNEL SCHOOL, LAJPAT NAGAR, NEW DELHI, INDIA</p>	<p>Dates Attended (mm-yyyy) From <u>04-2000</u> To <u>03-2001</u></p>	<p>Did you graduate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Must check the appropriate box)</p>	<p>If no, highest grade level completed. 10TH / ENGLISH, MATHS, SCIENCE, HINDI</p>	

Other, e.g. Technical/Vocational School Name of School, City, State or Country NIIT, SOUTH EXTENSION, NEW DELHI	Dates Attended (mm-yyyy) From <u>06-2006</u> To <u>05-2007</u>	Did you graduate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Must check the appropriate box)	Certificate/Diploma GNIIT	Major Subject MS OFFICE, C++, UNIX, VISUAL BASIC
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LANGUAGES

20. List your languages, the appropriate competency levels, and your primary/first spoken/native language using the language standards below. You may only identify one primary/first spoken/native language.

Language Indicators

- Level I** Basic Knowledge
- Level II** Limited Knowledge
- Level III** Good Working Knowledge
- IV** Fluent
- Level V** Professional Translator/Interpreter

(Must mention the 'level of proficiency' for Speaking, Reading and Writing for all your Languages. This is one of the important determining factors for application to be qualified for language proficiency requirement of the position as stated on the vacancy announcement.)

Language Level To:	Speak	Read	Write
Primary – PUNJABI	IV	III	II
ENGLISH	IV	IV	IV
HINDI	IV	IV	IV

WORK EXPERIENCE

Include all work experience, paid and voluntary. Start with your present or most recent work experience. When describing work, list specific duties/responsibilities and accomplishments. Include supervisory responsibilities and the number of employees supervised. Go into as much detail as possible for work experience that directly relates to the advertised position. Include all periods of unemployment and the reason. (Use additional pages, as needed.)

21a. WORK EXPERIENCE

21a. Job Title (If U.S. Government, include the series and grade)

(Use your current designation only)

Mention the work experience dates (month and year) and Hours per week for all experiences. This would be required to determine whether you have the required no. of years of work experience or not.)

ADMINISTRATIVE ASSISTANT, FSN-06 STEP-03

From (mm-yyyy) 07-2015	To (mm-yyyy) CURRENTLY WORKING	Salary per Year in U.S. Dollars or Local Currency INR 3, 99, 543	Hours per Week 40 HRS.
Employer's Name and Address U.S EMBASSY, POLITICAL OFFICE, NEW DELHI, INDIA		Supervisor's Name and Contact Information	
		Name MR. RAJESH KUMAR	
		Phone Number 24198000 Ext 9999	
		E-mail Address 24198000 Ext 9999	
Were you a supervisor in this position? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many people did you supervise? _____ (Must check the appropriate box)		May HR contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No (Must check the appropriate box)	
Describe your major duties/responsibilities and accomplishments. (Elaborate your responsibilities for all your work experience to get a better understanding of your profile. Applications with minimal or no work experience description will get disqualified) -Provide the full range of secretarial duties including typing, formatting, drafting, and archiving correspondence related to Government of India clearances, visa letters, and protocol invitations. -Facilitate all kind of correspondence for all Mission India wide programs. -Assist Senior Human Resources Officer in the compilation of the financial reports, budgets, plans, etc. of the Management section. -Primary point of contact to receive calls, mails and couriers on behalf of the Assistant Management Officer. -Keep log of all outgoing mail and invitations as well. -Arrange/request Conferences, DVCs and presentation setups. - Maintain online MS-Outlook calendar, scheduling meetings. -Arranging travel and accommodation as a travel arranger. -Maintaining visitor relations, arrange their access to Embassy premises and escort them as required. -Arrange/book vehicle for official trips through GSO Motor Pool for Management Officer and other staff members. -Keep a tab on the available office supplies, stationery, office equipment, etc. and make arrangement for placing a new order. Maintain petty cash transaction records of section.			
Reason(s) for Leaving (Do not write "N/A" or "not applicable".) N/A (CURRENTLY WORKING)			

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21b. WORK EXPERIENCE			
21b. Job Title (If U.S. Government, include the series and grade)			
From (mm-yyyy)	To (mm-yyyy)	Salary per Year in U.S. Dollars or Local Currency	Hours per Week
Employer's Name and Address		Supervisor's Name and Contact Information	
		Name	
		Phone Number	
		E-mail Address	
Were you a supervisor in this position? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many people did you supervise? _____		May HR contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Describe your major duties/responsibilities and accomplishments.

Reason(s) for Leaving (*Do not write "N/A" or "not applicable".*)

21c. WORK EXPERIENCE

21c. Job Title (*If U.S. Government, include the series and grade*)

From (<i>mm-yyyy</i>)	To (<i>mm-yyyy</i>)	Salary per Year in U.S. Dollars or Local Currency	Hours per Week
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Employer's Name and Address

Supervisor's Name and Contact Information

Name

Phone Number

E-mail Address

Were you a supervisor in this position? Yes No

May HR contact your supervisor? Yes No

If yes, how many people did you supervise? _____

Describe your major duties/responsibilities and accomplishments.

Reason(s) for Leaving (*Do not write "N/A" or "not applicable".*)

21d. WORK EXPERIENCE			
21d. Job Title (If U.S. Government, include the series and grade)			
From (mm-yyyy)	To (mm-yyyy)	Salary per Year in U.S. Dollars or Local Currency	Hours per Week
Employer's Name and Address		Supervisor's Name and Contact Information	
		Name	
		Phone Number	
		E-mail Address	
Were you a supervisor in this position? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many people did you supervise?		May HR contact your supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe your major duties/responsibilities and accomplishments.			
Reason(s) for Leaving (Do not write "N/A" or "not applicable".)			
LICENSE, SKILLS, TRAINING, MEMBERSHIP, AND RECOGNITION			
22. List professional licenses, certifications, typing/keyboard skills, computer skills, formal and online training, and other skills and abilities you consider relevant to the position. Include the license or certification number and attach a copy if the license or certification is a requirement of the position. If licensed in the U.S., please list the state of issuance. If licensed in another country, please list the province/state/region and country of issuance. (Use additional pages, as necessary.)			
COMPUTER SKILLS: KNOWLEDGE OF COMPUTER DATABASES AND SOFTWARE PACKAGES SUCH AS MS-WORD (ADVANCED), MS EXCEL (INTERMEDIATE), POWER POINT (BASIC), EMAIL (ADVANCED) and CD-ROM (INTERMEDIATE) APPLICATION.			
23. List professional organizations, associations, awards, honors, fellowships, and publications you consider significant. GROUP FRANKLIN AWARD, GROUP MERITORIOUS HONOR AWARD			
REFERENCES			
24. List three personal references who are not relatives or former supervisors who can speak knowledgeably of your work performance.			
Name	Address	Telephone	Occupation
(For example) ROBIN KUMAR	9-321, ADARSH NAGAR, NEW DELHI	011-9999-9999	SERVICE
RANI SHARMA	D287, VISHAL NAGAR, NEW DELHI	011-9999-9999	HOUSEWIFE
DEEPAK KUMAR	13/12, WESTEND, NEW DELHI	011-9999-9999	BUSINESS
SIGNATURE AND CERTIFICATION			
25. I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or for termination/dismissal after I begin work, and may be punishable by fine or imprisonment according to this country's law or U.S. law. I understand that any information I voluntarily provide on or attached to this application may be investigated.			
Signature AJAY KUMAR (Signatures not required when submitting the application via email)		Date (mm-dd-yyyy) 08-11-2016	