



U.S. Mission U.S. CONSULATE GENERAL, HYDERABAD, INDIA

Announcement Number: Hyderabad-2019-06

Position Title: Carpenter

Opening Period: Feb 14, 2019 – Feb 28, 2019

Series/Position/Grade: 1210/HYA-362805 - 100310/04

Salary: Rs. 404,998 (annual salary)

For More Info: Human Resources Office: Swapna Chintakunta / Priya Tupili
Mailing Address: Human Resources Office
C/o. U.S.Consulate General Hyderabad
Paigah Palace, 1-8-323, Chiran Fort Lane
Begumpet, Hyderabad – 500 003
Email Address: HyderabadVacancies@state.gov

Who may apply: All Interested Applicants / All Sources

Security Clearance Required: Local Security Certification

Duration Appointment: Indefinite - subject to successful completion of probationary period

Marketing Statement: We encourage you to read and understand the [Eight \(8\) Qualities of Overseas Employees](#) before you apply.

Summary: The U.S. Consulate General in Hyderabad is seeking eligible and qualified applicants for the position of Carpenter in the Management Office.

The work schedule for this position: Full Time; 48 hours per week

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications, or their candidacy may end.

Supervisory Position: No

Duties:

The incumbent performs as a journeyman and repair works of all types of minor carpentry jobs at United States Government (USG) long-term and short-term leased properties, assists and other skilled trade persons by helping trade technicians, Power plant operators, and Air conditioning mechanics. Responsible for daily upkeep of the maintenance storeroom. Directly reports to the Maintenance Supervisor.

Qualifications and Requirements:

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

Education:

Completion of primary school and one year of apprentice experience as a carpenter.

Indicate completion / non completion by checking Yes /No under the education requirement "section 2: education " column. Did you graduate on the form DS-174 (This question is to know if you have completed class-X, XII or any other degree/vocational courses, also specify the name of course and subjects for each qualification you possess.)

Requirements:

Two years' experience as a carpenter in an established carpentry shop is required.

(Elaborate job responsibilities under "section 4: work experience" column on the form DS-174. You may also attach additional sheets in case you would like to provide any further information/details.)

Level II (Limited Knowledge), speaking, reading and writing of English is required.

Level III (Limited Knowledge), speaking, reading and writing of Telugu or Hindi is required.

(When applying for the position, please indicate your level of proficiency for these languages in "section 3: language" column on the form DS-174.)

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission 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.

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 (“Certificate of Release or Discharge from Active Duty”), equivalent documentation, or certification. A “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.) and for additional employment considerations, please visit the following link:

<https://careers.state.gov/downloads/files/definitions-for-va>

ADDITIONAL EMPLOYMENT CONSIDERATIONS INCLUDE, BUT ARE NOT LIMITED TO CONFLICTS OF INTEREST, NEPOTISM, BUDGET, RESIDENCY STATUS, ETC.:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. The candidate must be able to obtain and hold a local security certification and medical clearance.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc?) and for additional employment considerations, please visit the following link: <https://careers.state.gov/downloads/files/definitions-for-va>

HOW TO APPLY: Each applicant is required to provide a duly filled DS-174 application form and all the mandatory documents for each position you are interested in. Applications, which do not provide the following supporting documents will not be accepted. All applicants are required to download and save the latest PDF (via Acrobat) or MSWord version of the DS-174 application for employment form available on our Website U.S. Embassy. The application form is constantly being updated and the previous versions are no longer compatible for HR to review.

Please note: Resumes/CVs submitted will not be considered. Submission of the DS-174 application form is mandatory and DS-174 application form is the only form of application that will be accepted.

Applicants must submit Universal Application for Employment (DS-174), which is available on our website [https://Universal Application For Employment\(UAE\) \(Form-DS-174\)](https://Universal Application For Employment(UAE) (Form-DS-174)) or by contacting Human Resources. (See “For Further Information” above). Failure to do so may result in a determination that the applicant is not qualified.

Applicants should electronically (or otherwise) submit the documents listed below along with the DS-174.

*To save paper and ink HR has taken an initiative and we need your cooperation to make it a success. **We request you to submit an electronic application. Applications submitted in hard copy will also be considered. However an electronic application would be appreciated.***

The electronic version of application could be Word File or a PDF version (hand filled scanned copy) from your email address to HyderabadVacancies@state.gov

WHERE TO APPLY:

Human Resources Office Human Resources Office : Swapna Chintakunta / Priya Tupili
Mailing Address: Human Resources Office
C/o. U.S.Consulate General Hyderabad
Paigah Palace, 1-8-323, Chiran Fort Lane
Begumpet, Hyderabad – 500 003

E-mail Address: HyderabadVacancies@state.gov

Please insert **2019-06** (Vacancy Announcement Number) in the Subject of the E-mail HyderabadVacancies@state.gov Applications without the Vacancy Number or with incorrect Vacancy Number will not be accepted.

Mandatory/Required Documents: Please provide the required documentation listed below with your application DS-174.

- DS-174 - Complete duly filled form
- Proof of citizenship / Residency and/or Work Permit - Eligibility to work in India (Applicable to all nationals including host country nationals): Please attach a copy (please do not attach original documents) of any one of the document that confirms your legal eligibility to work in India (for example: Work Permit, Residency Permit, Overseas Citizen of India (OCI), Person of Indian Origin (PIO), PAN Card, Voter’s ID, Passport copy, Aadhaar Card/Country identification or equivalent).
- Degree with mark sheets/Educational documents
- Certificate or License (if applicable)
- All applicants must disclose any family member that works for the U.S. Embassy. Failure to do so could result in separation from employment (for definition of the relative please refer to the instruction page found on the Website and SharePoint).

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: To request for the position description and or any inquiry regarding this position and the hiring process, please send an email to HyderabadVacancies@state.gov

The pay plan is assigned at the time of the conditional offer letter by the HR Office.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding and your interest in working at the U.S. Consulate General, Hyderabad.