

**Consulate General of India
Munich**

Recruitment for the post of Clerk

The CGI, Munich invites applications from suitable candidates for a full time position of Clerk.

The starting salary for this position is €1,900.00 per month gross in the pay scale ranging from €1,900-€4,665.

The job involves clerical work in various wings in the Consulate, activities relating to official work at the Consulate, attending to telephone calls in English and German languages, miscellaneous official work in English and German and other duties as allotted from time to time.

Candidates should possess a Bachelor's degree in any stream. He/she should have a minimum of 2 -3 years of appropriate experience in office work. The candidate should have excellent skills in English and German, both written and spoken. The candidate must be computer literate with IT skills in MS Office, outlook and other software. He/she must be a German / EU citizen or others with valid work permit for Germany. The compensation package and other facilities will be as attached to this post in the Consulate. Interested candidates are invited to send their complete resume with copies of certificates and photograph, latest by 13 March 2020, to By email : hoc.munich@mea.gov.in or adm.munich@mea.gov.in.

By post : Head of Chancery, Consulate General of India, Widenmayerstr
15 Munich 80538, Germany.

Please note that short-listed candidates will be called for written test followed by interview. No transport or other assistance/reimbursement will be provided.
