

**Consulate General of India
Munich**

Recruitment for the Post of Clerk

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

2. The starting salary for this position is € **1900/-** per month gross (Euro One thousand Nine Hundred Only).

3. The job involves clerical work in various wings in the Consulate, activities relating to official work at the Consulate, activities 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.

- a) Minimum Educational Qualification: **ABITUR**
- b) Candidate must have excellent skills in English and German, both written and spoken.
- c) The Candidate must have computer skills in MS Office, Outlook and other software.
- d) The Candidate must be a German/EU citizen or other nationality with valid work permit for Germany.
- e) The compensation package and other facilities will be as attached to this post in the Consulate.
- f) The Candidate must be polite and soft spoken and should also have the ability to deal with the general public, diplomats, local government officials and high level dignitaries etc.

4. Desirable : He/she should have a minimum 2/3 years of appropriate experience in office work.

5. Interested candidates are invited to send their complete resume with copies of educational certificates and valid work visa/resident permit and photograph latest by **Monday, 4 March, 2024** to email admn.munich@mea.gov.in, vcadm.munich@mea.gov.in, hoc.munich@mea.gov.in or by post : Head of Chancery, Consulate General of India, Widenmayerstr 15, Munich 80538, Germany.

6. Please note that short-listed candidates will be called for an interview. **No transport or other assistance/reimbursement will be provided to short listed candidates and no query regarding result of the interview/selection would be entertained.**
