



**CONSULATE GENERAL OF INDIA
FRANKFURT**

JOB VACANCY OF LOCAL CLERK IN THE CONSULATE

The Consulate General of India, Frankfurt, invites applications (in English) from suitable candidates for full-time position of Clerks in the Consulate. The successful candidates will be appointed in the Pay Scale of €1900-57-2755-83-3585-108-4665. The remuneration package will include statutory leave as well as mandatory employer's social insurance contribution.

Job Profile

The candidate should be familiar with work relating to matters concerning general administration, establishment and accounts, such as carrying out administrative functions related to filing of papers, attending calls, organizing meetings, providing consular related services, preparing statements of accounts, seeking quotations, visiting outside the Frankfurt city for consular camps, perform protocol duties at Frankfurt airport etc. for various works to be under

taken at the Consulate, any other duties as directed from time to time. The candidate may be called upon exigencies of works on holidays or outside office hours based on exigencies. The candidate may be required to perform duties outside office hours.

Eligibility

- 1. Educational qualifications:** Minimum bachelor's degree in any stream or equivalent vocational training and work experience. Preference will be given to candidates with degree in Administration/Accounts.
- 2. Language proficiency:** Proficiency in German and English - both written and spoken.
- 3. Residence status:** German / EU citizen (with valid work permit) or any other national with valid work permit.
- 4. Computer skills:** Linux/MS office and other word processing software.
- 5. Experience:** 2 years of experience in relevant field (preferable).
- 6. Age:** Between 21 -40 Years
- 7. Last Date for acceptance of application:** **May 28, 2021 (1200hrs).**
- 8. Method of Submitting Application:** **By e-mail or Post**

Email : hoc.frankfurt@mea.gov.in / adm.frankfurt@mea.gov.in

Postal address: **Head of Chancery, Consulate General of India,**

Friedrich-Ebert-Anlage, 26,

60325, Frankfurt/Main, Germany.