

Vacancy Advertisement

Position of Temporary Clerk (Contingency Paid) in the Embassy of India, Berlin

The Embassy of India in Berlin is inviting applications for hiring of a Temporary Clerk (Contingency Paid) in the Embassy of India, Berlin for the period from 30.01.2025 – 12.03.2026.

Job Position - Temporary Clerk (Contingency Paid).

Number of Vacancies - 1

Job Description -

- Processing of different types of tax claims & preparation of vouchers
- Processing and documentation of Social Security Contributions
- Processing matters related to different types of Insurance
- Issuance of different types of certificates
- Miscellaneous tasks related with Accounts & Administration Wing
- Calling for and evaluating quotations
- Processing and payment of utility bills
- Contracting and supervising external service providers
- Administrative correspondence with German authorities
- General office work, filing and organisation tasks
- Any other task as directed from time to time

Essential Qualifications:

1. **Educational:** Bachelor's degree in any stream or equivalent vocational training.
2. **Language proficiency:** B2 level proficiency in German. Excellent English language skills – both written and spoken.
3. **Residence status:** German / EU / Indian citizen (with valid work and residence permit). Student Visa holders may not apply.
4. **Computer & IT skills:** Proficient in MS Office. Understanding of Computer Hardware would be preferable.
5. **Experience:** At least 2 years' experience in a field relevant to the job description would be desirable.
6. **Age:** Between 21-40 Years

Soft Skills:

- Dedication and flexibility, Technical understanding and Service oriented
- Analytical and structured way of working with high level of reliability and proactive approach
- Communicative and friendly personality. Team spirit and intercultural competence
- Ability to multitask, work under pressure and handle increased workload

Location– Berlin

Position available from – 30th January 2025 to 12th March 2026 (Dates are flexible at the discretion of Embassy of India, Berlin).

Starting Salary (EUR) - Fixed pay of EUR 3360. In addition to the gross pay, the Embassy will pay the employer share of the German Social Security package.

To Apply - One Covering Letter, Curriculum Vitae (CV), valid work and residence permit can be e-mailed to: hoc.berlin@mea.gov.in, and CC to: ga.berlin@mea.gov.in, with Subject - 'Application for Temporary Clerk'

Note: Shortlisted candidates will have to submit a health certificate from a physician certifying that he/she is in a good physical and mental health, and not having any communicable illness.

Application Deadline: 24 February 2025
