

Vacancy Advertisement

Position of Clerk in the Consular Wing of Embassy of India, Berlin

The Embassy of India, Berlin invites applications from suitable candidates for the position of Clerk in the Embassy.

Job Position - Clerk

Job Description -

1. Helping/ Assisting visitors coming to the Consular Wing in the Embassy;
2. Handling consular work/ services such as visa and passport, Overseas Citizens of India (OCI) Information, Attestations, and other miscellaneous services;
3. Assisting in smooth and effective delivery of consular services to Indian Diaspora members;
4. General office work, filing, and organisation tasks;
5. Preparation of Consular reports and record keeping;
6. Translation, regular correspondence, minute taking and any other tasks 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 skills:** Proficient in MS Office. Understanding of computer hardware would be preferable.
5. **Social Media Skills:** Able to draft and post on social media, and monitor social media.
6. **Experience:** At least 2 years' experience in a field relevant to the job description would be desirable
7. **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

Number of Vacancy- 1

Starting Salary (EUR) - Starting pay: EUR 1900 plus 5% COLA in the pay scale 1900-57-2755-83-3585-108-4665 (beginning pay- annual increment to monthly pay in three stages-end pay). In addition to the gross pay, the Embassy will pay the employer share of the German Social Security package. The remuneration package also includes statutory leave.

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 Clerk in the Consular Wing'***

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: 08 June 2020
