

Vacancy Advertisement

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

The Embassy of India in Berlin is inviting applications for hiring of a Clerk in the Consular Wing of the Embassy of India, Berlin.

Job Position - Clerk

Job Description -

1. Helping/ Assisting visitors in the Consular Wing in the Embassy;
2. Handling consular work/ services such as visa and passport, OCI Information, Attestations and attending telephone calls and emails;
3. Assisting in smooth and effective delivery of consular services to Indian Diaspora members and work related to Indian Community Welfare Fund;
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.
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

Number of Vacancy - 1

Starting Salary (EUR) - Starting pay: €1900 plus 10% 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: 17 February 2022
