



भारत का राजदूतावास, बर्लिन  
Embassy of India, Berlin

**Vacancy of a Local Clerk in the Embassy**

The Embassy of India, Berlin, invites applications from suitable candidates for the full-time position of Local Clerk in the Consular Wing from August 2015.

The successful candidate will be appointed at a starting gross salary of € 1,900.00 per month. The remuneration package will include an annual bonus equivalent to one month's salary, 21 working days' annual leave, as well as mandatory social insurance contribution.

**Job profile-** Processing of applications received for Visa and other consular services, preparation of various period reports, sending email/ telephonic replies to applicants requiring various information on the consular services, coordination between the visa outsourcing agency and local authority wherever necessary. The incumbent is also expected to attend to work at the Consular counter to attend to the applicants at the Embassy for various services as and when assigned. Knowledge of Indian visa rules and past experience in dealing/handling visa applications will be an additional qualification along with working knowledge of Hindi.

**Essential Requirements:**

1.	Educational qualifications	Minimum bachelor's degree in any stream or equivalent vocational training and work experience
2.	Language proficiency	Native or equivalent German speaker, excellent English, both written and spoken
3.	Residence status	German / EU citizen (with valid work permit, if required) or any other national with valid work permit
4.	Computer skills	MS office and general IT skills
5.	Experience	2-3 years of experience in office work and maintenance of office records and files. Preference will be given to candidates having experience in work related to Consular work.
6.	Abilities	Polite & good team player. Intercultural competence. Pro-active approach. Strong management skills and ability to prioritise and deal with multiple tasks.
7.	Age	25 – 40 years

Interested candidates may submit their applications by **30 June 2015** by post or by e-mail to:

The Head of Chancery,  
Embassy of India,  
Tiergartenstrasse 17  
10785 Berlin  
E-mail: [hoc@indianembassy.de](mailto:hoc@indianembassy.de)

(Only shortlisted candidates would be contacted for further selection process)