

Consulate General of India
Hamburg

JOB VACANCY OF A CLERK-CUM-TYPIST IN THE CONSULATE

The Consulate General of India, Frankfurt, invites applications (in English) from suitable candidates for a **FULL-TIME** position of Assistant in the Consulate. The successful candidate will be appointed at the initial salary of **€3360/-** inclusive of mandatory social security contributions.

Job Profile

The candidate should be familiar with work relating to the following matters:

- ❖ Administration, Establishment & Accounts. Good drafting skills, typing and proficiency in the use of a computer is required.
- ❖ Routine troubleshooting of IT hardware and software, including installation of software etc.
- ❖ Video editing and basic knowledge of banner designing etc.
- ❖ Excellent skill in the preparation of power point presentation.
- ❖ The candidate will be expected to attend duties outside office hours and on holidays in exigencies, if required.
- ❖ Any other duty as assigned by the Consulate.

Eligibility

- 1. Educational qualifications:** Minimum bachelor's degree in any stream or equivalent vocational training and work experience. Preference will be given to candidates having excellent work experience and degree in IT as per the above job profile.
- 2. Language proficiency:** Proficiency in German and English, both written and spoken. **At least B2 level in the German language.**
- 3. Residence status:** Valid residence and work permit in Germany. Student visa holders may not apply.
- 4. Computer skills:** Proficiency in IT-related matters. Linux/MS office and other word processing software.
- 5. Experience:** 2 years of experience in the relevant field.
- 6. Age:** Between 20-35 Years
- 7. Vacancy available:** 02 (two)

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Screening

Candidate will be shortlisted on the basis of his/her experience, a written exam, followed by a personal interview.

Important date:

Last Date for acceptance of application: **30 June 2025.**

Documents to be sent:

- ❖ Application Form
- ❖ Resume of the candidate
- ❖ Copy of bachelor or equivalent degree
- ❖ Copy of valid passport & resident permit/Visa
- ❖ Copy of work permit in Germany
- ❖ Work experience, if any

Method of Submitting Application: through email to:

admn.hamburg@mea.gov.in / cgoffice.hamburg@mea.gov.in
with subject: **Application for the post of Clerk-Cum-Typist**

Note:

1. Application received after **30 June 2025** (1730 hrs.) or without complete documents will not be considered.
2. All eligible candidates found suitable for written test will be intimated by email.
3. Written test will be conducted to test the drafting skill of the candidate in both languages i.e. English and German, and his/her awareness about General Knowledge/Aptitude etc.
4. The candidate will be selected on the basis of his written test, past experience and personal interview. Decision of the Consulate in this regard will be final.
5. Candidates are advised to submit all necessary documents through the emails given above.
6. Shortlisted candidates will have to submit a health certificate from a physician certifying that he/she is in good physical and mental health, and do not have any communicable illness.

No. HAM/ ADMN/578/01/2025 dated 02 June 2025

