



**CONSULATE GENERAL OF INDIA  
FRANKFURT**

**JOB VACANCY OF LOCAL CLERK IN THE CONSULATE**

**Number of available Posts : Two (2)**

The Consulate General of India, Frankfurt, invites applications (in English) from suitable candidates for full-time positions of Clerk in the Consulate. The successful candidates will be appointed in the initial salary of Euro 2200/- (approximately) with Pay Scale of €1900-57-2755-83-3585-108-4665. The remuneration package will include statutory leave, applicable bonus and mandatory employer's social insurance contribution.

**Job Profile**

The candidates should be familiar with work relating to matters concerning general administration, establishment and accounts, consular related services, visiting outside the Frankfurt city for office purposes, protocol duties etc. and any other duties as assigned time to time. The candidates may be called upon exigencies of work on holidays or outside office hours also.

**Eligibility**

- 1. Educational qualifications:** Minimum bachelor's degree in any stream or equivalent vocational training and work experience. Preference will be given to candidates with degree in Administration/Accounts.
- 2. Language proficiency:** Proficiency in German and English - both written and spoken.
- 3. Residence status:** Valid work permit for Germany.
- 4. Computer skills:** Linux/MS office and other word processing software.
- 5. Experience:** 2 years of experience in relevant field (preferable).
- 6. Age:** Between 21 - 40 Years
- 7. Last Date for acceptance of application:** **December 22, 2022.**
- 8. Date of Screening test/Interviews:** **December 23, 2022. (Time to be intimated separately)**
- 9. Method of Submitting Application:** **By e-mail or Post**

Email: [hoc.frankfurt@mea.gov.in](mailto:hoc.frankfurt@mea.gov.in) / [ga.frankfurt@mea.gov.in](mailto:ga.frankfurt@mea.gov.in)

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