



**CONSULATE GENERAL OF INDIA
FRANKFURT**

JOB VACANCY OF ASSISTANT IN THE CONSULATE

The Consulate General of India, Frankfurt, invites applications (in English) from suitable candidates for full-time position of Assistant in the Consulate. The successful candidate will be appointed in the initial salary of €4536/-. The remuneration package will also include mandatory social security contributions.

Job Profile

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

- ❖ Administration, Establishment & Accounts. Good drafting skills, typing and proficiency in use of computer is required.
- ❖ Consular services viz. receiving applications at counters, process them and counselling of applicants.
- ❖ Routine troubleshooting of IT hardware and software including installation of software etc.
- ❖ Video editing and basic knowledge of banner designing etc.
- ❖ Excellent skill in 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 above job profile.
- 2. Typing speed:** 35 words per minute
- 3. Language proficiency:** Proficiency in German and English - both written and spoken.
- 4. Residence status:** Valid residence and work permit of Germany. Student visa holders may **not** apply.
- 5. Computer skills:** Proficiency in IT related matters. Linux/MS office and other word processing software.
- 6. Experience:** 2 years of experience in relevant field.
- 7. Age:** Between 21 -40 Years

Screening

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

Important dates:

Last Date for acceptance of application : 10th October 2024
Tentative date of written test : 17th October 2024 (1100-1300 hrs)
Tentative date of personal interview : 24th October 2024 (1100-1300 hrs)

Documents to be sent:

- ❖ Application Form (in prescribed format)
- ❖ 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 on:**
adm.n.frankfurt@mea.gov.in / ga.frankfurt@mea.gov.in
with subject: **Application for the post of Assistant**

Note:

1. Application received after 10.10.2024 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 email given above.
6. Shortlisted candidate 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.

No. FRA/ADMN/578/01/2024 dated 24th September, 2024