



## CONSULATE GENERAL OF INDIA FRANKFURT

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

The Consulate General of India, Frankfurt, invites applications (in English) from suitable candidates for 01 full-time position of Clerk in the Consulate. The successful candidate will be appointed in the initial salary of Euro 2346/- (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 candidate 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 candidate 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: **June 21, 2023.****
- 8. Date of Screening test/Interviews: **June 23, 2023. (time will be intimated later)****
- 9. Method of Submitting Application: **By e-mail or Post****

Email: ga.frankfurt@mea.gov.in

Postal address: Head of Chancery, Consulate General of India,  
Friedrich-Ebert-Anlage, 26,  
60325, Frankfurt/Main, Germany.