



**CONSULATE GENERAL OF INDIA
FRANKFURT**

JOB VACANCY OF LOCAL CLERKS IN CONSULATE

The Consulate General of India, Frankfurt, invites applications (in English) from suitable candidates for full-time position of Clerks in Administration/ Accounts Wing of the Consulate. The successful candidates will be appointed in the Pay Scale of €1900-57-2755-83-3585-108-4665. The remuneration package will include statutory leave as well as mandatory employer's social insurance contribution.

Job Profile

The candidate should be familiar with work relating to matters concerning general administration, establishment and Accounts, such as Carrying out administrative functions related to filing of papers, attending calls, organizing meetings, making payments, preparing statements of accounts, seeking quotations, protocol duties at Frankfurt airport etc. for various works to be undertaken at the Consulate, any other duties as directed from time to time.

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:** German / EU citizen (with valid work permit) or any other national with valid work permit.
- 4. Computer skills:** Linux/MS office and other word processing software.
- 5. Experience:** 2 years of experience in relevant field (preferable).
- 6. Abilities:** Demonstrates team playing ability. Intercultural Competence & Pro-active approach. Strong management capability and ability to prioritize and deal with multiple tasks
- 7. Age:** Between 21 -40 Years
- 8. Last Date for acceptance of application :** January 04, 2021
- 9. Method of Submitting Application:** By e-mail or Post

Email : hoc.frankfurt@mea.gov.in / adm.frankfurt@mea.gov.in

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