

**Consulate General of India
Hamburg**

Vacancy of Clerk-cum-Typist (English) in the Consulate

The Consulate General of India, Hamburg invites applications from suitable candidates for the full-time position of Clerk-cum Typist (English).

Job Profile

A Clerk cum typist will be involved in:

- Routine secretariat/office work ;
- Making Reports / Compiling News;
- Protocol work ;
- General office management
- Translation work, regular correspondence, minute taking etc.
- Website & social media management

Requirements

- Minimum educational qualification is Bachelor's degree. Candidates with higher degrees would be given preference.
- Good communication skills in English and German
- Experience in general office management and event planning & organisational skills;
- Up-to-date IT skills

Age: Between 20-35 years

Location: Hamburg

No. of vacancy: 2 (TWO)

Residential status: Valid Residence Permit with Permission to work in Germany.

Starting Salary (EUR) – Starting pay would be EUR 1900 plus 15.5%. In addition, the Consulate will pay the employer share of the German Social Security. The remuneration package also includes statutory leave.

Language proficiency (Essential): Proficiency in English and German. Atleast B1 level in German language.

Selection Criteria: After preliminary scrutiny of applications, the suitable candidates will be called for a written test, skill test and/ or interview. The Consulate reserves its right to summarily reject the application of any candidate(s) without assigning any reason thereof, and no such decision of the Consulate shall be called in question in any court on any ground.

To Apply - Candidates fulfilling the above requirements may apply with all the supporting documents, including a covering Letter, Curriculum Vitae (CV), **valid work and residence permit** with copies of the educational qualification as well as German language proficiency and have it emailed to admn.hamburg@mea.gov.in AND cg.hamburg@mea.gov.in but not later than **19th August 2023**.

