

**Consulate General of India
Munich**

RECRUITMENT FOR THE POST OF LOCAL CLERK

The Consulate General of India, Munich invites applications from suitable candidates for the position of **Local Clerk**.

The starting gross salary for this position is **€ 1900,00 per month** (Euro One Thousand Nine Hundred only).

The job involves clerical work in various wings of the Consulate. It also involves attending to telephone calls in English, German and Indian (Hindi) languages, miscellaneous official work in English and German, attending the visitors/public visiting the Consulate for Consular services and any other duties as allocated from time to time.

Candidates should possess the following:

- a) Minimum Educational Qualification: **ABITUR**
- b) Candidate must have excellent skills in English and German, both written and spoken.
- d) The candidate must have computer skills in MS Office, Outlook and other software.
- e) Candidate must be a German / EU citizen or other nationality with valid work permit for Germany.
- f) The compensation package and other facilities will be as attached to this post in the Consulate.
- g) The candidate must be polite and soft spoken and should also have the ability to deal with the general public, diplomats, local government officials and high level dignitaries etc.

Desirable: The candidate should have a minimum of 2-3 years of appropriate experience in office work.

Interested candidates are invited to send their complete resume with copies of educational certificates and photograph by email to vcadm.munich@mea.gov.in, adm.munich@mea.gov.in and copy to hoc.munich@mea.gov.in. The applications may also be sent by post to Head of Chancery, Consulate General of India, Widenmayerstrasse 15, Munich 80538, Germany.

The last date of receipt of applications is 2 July 2023.

Please note that only short-listed candidates will be called for an interview. No transport or other assistance/reimbursement will be provided to short listed candidates and no query regarding result of the interview/selection would be entertained.