

**Consulate General of India  
Munich**

**Recruitment for the Post of Clerk**

The CGI, Munich invites applications from suitable candidates for a full time position of Clerk.

Starting salary for this position is € 1900 per month gross.

The job involves clerical work in various wings in the Consulate related with establishment, purchase of office equipment/furniture, maintenance of record/inventory, maintaining accounts, attending to telephone calls in English and German languages, miscellaneous official work in English and German and other duties as allotted from time to time.

Candidates should possess minimum qualification of Grade 12 (das Abitur). The candidate should have reading/writing/speaking skills of both, i.e. German and English language. The candidate must be computer literate with IT skills in MS Office, outlook and other software. He/she must be a German / EU citizen or other nationality with valid work permit for Germany.

Desirable : He/she should have a minimum 2/3 years of appropriate experience in office work.

**Interested candidates are invited to send their complete resume with copies of certificates and valid work visa/resident permit and photograph latest by Wednesday, 7 September, 2022 to email [admn.munich@mea.gov.in](mailto:admn.munich@mea.gov.in), [vcadmn.munich@mea.gov.in](mailto:vcadmn.munich@mea.gov.in), [hoc.munich@mea.gov.in](mailto:hoc.munich@mea.gov.in) or by post : Head of Chancery, Consulate General of India, Widenmayerstr 15, Munich 80538, Germany.**

Please note that short-listed candidates will be called for interview (online/in person). **No transport or other assistance/reimbursement will be provided.**

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