

Consulate General of India

Hamburg

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

The Consulate General of India, Hamburg invites applications from suitable candidates for the fulltime position of Clerk-cum-Steno Typist (English) **with effect from 09.01.2020.**

Job Profile

This job is full of variety and you'll need to be able to turn your hands to a multitude of tasks. In addition to the normal duties of a Steno cum typist our prospective employee may require some or any of the following jobs:

- Handling Consular work / services such as Passports and Visas, OCI information, Attestations and other miscellaneous services
- Attending to telephone inquiries in the consular section
- Protocol work as and when required
- Accounting work
- Establishment / property work including maintenance of stock registers; Maintenance of the books, films, video / CD / DVD library and accession register
- Handling of trade inquiries
- Collection and preparation of commercial information, statistics and data, and organising commercial events
- Translation, regular correspondence, minute taking and any other tasks as directed from time to time

Requirements

- Minimum educational qualification is 'A' Level (Abitur/12th class or equivalent). However, candidates with a Bachelor's Degree would be preferred.
- Good typing, English shorthand (@60 words per minute) and PR skills
- Sound physical and mental health
- Experience in handling passport, visa, commercial and general office will be an added qualification
- Good IT skills especially in MS Office, Power point and Excel. Good understanding of computer.
- Good communication skills
- A sound level of accuracy and attention to detail, proof reading and collating complex information into reports.

Soft Skills:

- Dedication and flexibility, Technical understanding and Service oriented
- Demonstrates creativity in Social Media tools and applications
- Analytical and structured way of working with high level of reliability and proactive approach
- Communicative and friendly personality with team spirit and intercultural competence
- Ability to multitask, work under pressure and handle even increased workload on schedule

Age: Between 20-40 years

Location: Hamburg

No. of vacancy: 1 (ONE)

Residential status: German or any other national with avalid permit to work in Germany.

Starting Salary (EUR) – Starting pay would be EUR 1976 plus 5% COLA in the pay scale Euro 1976-59-2861-86-3721-112-4841 (beginning pay-annual increment to monthly pay in three stages—end pay). In addition to the gross pay, the Consulate will pay the employer share of the German Social Security package. The remuneration package also includes statutory leave.

Language proficiency

Essential: Sound English and German language skills- both written and spoken. **Desirable:** Knowledge of Hindi and / or other Indian languages

Selection Criteria: After preliminary scrutiny of applications, the suitable candidates will be called for written test, skill test and/ or interview. The Consulate reserves its right to summarily reject 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 their application filled in the prescribed format, a covering Letter, Curriculum Vitae (CV), valid work and residence permit and have it emailed to admn.hamburg@mea.gov.in OR cg.hamburg@mea.gov.in but not later than 08.12.2019.

Consulate General of India/ भारत का प्रधान कौंसुलावास
Hamburg/ हैम्बुर्ग

Clerk-cum-Steno Typist (English)

A) Personal details					
Sr. No.	Particulars				
1.	Your Name	Given name	Surname		
2.	Your Birth	Date:	Place:		
3.	Your Nationality	Current:	Previous, if any:		
4.	Your Father's Name	Given name	Surname		
5.	Your Father's Nationality	Current:	Previous, if any:		
6.	Your Mother's Name	Given name	Surname		
7.	Your Mother's Nationality	Current:	Previous, if any:		
B) Contact details					
8.	Address	Present	Permanent		
9.	Phone	Landline	Handy/Mobile		
10.	Email ID				
C) Details of academic and professional qualifications					
Sr. No.	Examination Passed	Subjects taken	School/College	Board/University	% of marks obtained in aggregate
D) Details of professional experience					
Period	Name of the	Name and address of the		Job Profile	

	Position held	employer	

E) Please tell us anything more about you as may not have been covered in columns above:

Date.....

Signature of the Applicant

Place.....