

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

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 Clerk-Cum-Typist our prospective employee may require some or any of the following jobs:

- Preparation of commercial reports & periodical returns.
- Attending to telephone inquiries in the Commercial/Cultural section.
- Protocol work like receiving/seeing off delegations, making hotel bookings and other logistics as and when required
- Translation work, regular correspondence, minutes taking and any other tasks as directed from time to time.
- Responsible for the Consulate's website & social media handles including Routine secretariat/office work.
- Taking care of social media handles e.g. Website, FB, Twitter & Instagram.

Requirements

- A Bachelor's degree in any stream is the minimum qualification required, however, a candidate with higher degrees would be preferred.
- Good communication skills in English as well as German, both written and spoken; not less than B1 level in the German language.
- Good typing speed in English and PR skills.
- Sound physical and mental health
- Experience in handling passports, visas, commercial and general office will be an added qualification.
- Good IT skills especially in MS Office, PowerPoint, Excel etc. Good understanding of computers.
- A sound level of accuracy and attention to detail, proof reading and collating understanding of computers.

Soft Skills:

- Dedication and flexibility, Technical understanding and Service oriented.
- Demonstrates creativity in Social Media tools and applications.
- Communicative and friendly personality with team spirit and intercultural competence.
- Ability to multi-task, work under pressure and handle even increased workload on schedule.
- Demonstrates creativity in Social Media tools and applications

Age: Between 20-35 years

Location: Hamburg only

No. of vacancy: 1 (ONE)

Residential status: German or any other national with a valid Residence Permit with Permission to work in Germany.

Starting Salary (EUR) – Starting pay would be EUR 3040 in the pay scale Euro [3040-91-4405-132-5725-172-7445](#) (beginning pay-annual increment to monthly pay in three stages—end pay). In addition to the gross pay, the Consulate will pay the employer a 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, not less than B1 level in German language. Desirable: Knowledge of Hindi and/or other Indian languages

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 into 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, photo and have it emailed to admh.hamburg@mea.gov.in and cg.hamburg@mea.gov.in but not later than **26 July 2024**.

Place: Hamburg

Date : 05 July 2024