

**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 01.09.2022.

**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:

- 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
- 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 communication skills in English as well as German, both written and spoken; not less than B1 level in German language.
- Good typing speed in English and shorthand @60 words per minute (desirable) 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, Excel etc. Good understanding of computer.
- 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 20-35 years

**Location:** Hamburg

**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 1976 plus 15.5% 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, 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 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 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](mailto:admn.hamburg@mea.gov.in) AND [cg.hamburg@mea.gov.in](mailto:cg.hamburg@mea.gov.in), but not later than 20<sup>th</sup> July 2022.