

**Consulate General of India
Hamburg**

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

The Consulate General of India, Hamburg invites applications from suitable candidates for the fulltime 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, minute 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

Requirements

- Minimum educational qualification required is Bachelor's degree in any discipline, however, candidates 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 German language.
- Good typing speed in English 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

- 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: 2 (TWO)

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 1900 plus 15.5% COLA in the pay scale Euro 1900-57-2755-83-3585-108-4665 (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 AND cg.hamburg@mea.gov.in but not later than **5th February 2023**.