



**Consulate General of India
Marseille (France)**

MOST IMMEDIATE

APPLICATIONS INVITED FOR CLERK/CONSULAR ASSISTANT

The Consulate General of India, Marseille, invites applications for the posts of "**Clerk/Consular Clerk**" having an initial **Annual Pay of Euro 25200/-** (to be paid in equal monthly installments), which may increase incrementally on the basis of satisfactory performance up to **Euro 61740/- per annum** over the employee's tenure. It may be noted that the salary for this post of "Clerk/Consular Clerk" will be regularized as per prescribed rates fixed by the Ministry of External Affairs, Government of India. Monthly Pay Scale in Euro for the post is 2100-63-3045-91-3955-119-5145.

No. of Posts: TWO (02).

Minimum qualification required and skill set:

- 1) Graduate from a recognized educational institution.
- 2) Attention to details and accuracy.
- 3) Candidate should possess good communication skills in English.
- 4) Knowledge of computer skills especially in MS Office, Power-point, graphics and design and Excel.
- 5) Experience: 2+ years of experience in a similar position is desirable.
- 6) Ability to multitask work, under pressure and handle even increased workload on schedule.
- 7) Dedication and flexibility. Technical understanding and service oriented.
- 8) Analytical and structured way of working with high level of reliability and proactive approach.
- 9) He/she should be able to type at good speed.
- 10) Valid work permit (permanent residency/French citizen).

Work Profile:

- 1) Helping/ Assisting visitors coming to Consular Wing in the Consulate.
- 2) Handling consular work/services such as visa and passport, OCI information, Attestation and other miscellaneous services.
- 3) Assisting in smooth and effective delivery of consular services to Indian Diaspora members and work related to Indian Community Welfare Fund.
- 4) General office work, filing and organization tasks.
- 5) Preparation of consular reports and record keeping.
- 6) Translation, regular correspondence, minute taking and any other tasks as directed from time to time.
- 7) Any other work assigned from time to time.

Annual Pay: EURO 25200/- (to be paid in equal monthly installments)

For this purpose, Consulate General of India, Marseille invites applications from all eligible candidates. Applicants who are not French nationals should possess appropriate valid residence and work permits. There will be a selection procedure and recruitment of candidates will be based on merit.

Candidates who satisfy the above eligibility conditions may apply for the above posts latest by 21/08/2024. The applications along with curriculum vitae and all supporting documents (educational certificates/documents, Passport/visa/valid work permit etc.) may be sent by email to **cons.marseille@mea.gov.in** & **admn.marseille@mea.gov.in**

Shortlisted candidates shall be called for a skill test and interview in the last week of August, 2024.

Place: Marseille.

Date: July 29, 2024