



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

MOST IMMEDIATE

APPLICATIONS INVITED FOR MESSENGER/ MULTI-TASKING STAFF

The Consulate General of India, Marseille, invites applications for the post of "Messenger" (Office attendant-cum-Multi-tasking Staff) having an **initial pay of Euro 1950/- per month** which may increase incrementally on the basis of satisfactory performance **upto Euro 4795/- per month** over the employee's tenure. It may be noted that the salary for this post of Messenger/Multi Tasking Staff 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 1950-59-2835-85-3685-111-4795.

No. of Posts: ONE (01)

Minimum qualification required and skill set:

- 1) High School equivalent Grade pass.
- 2) Good communication skill in English.
- 3) Basic knowledge of Computer Skills.

Work Profile:

- 1) General Cleanliness and upkeep of work station and office premises.
- 2) Dispatch of correspondence to various offices.
- 3) Physical maintenance of records; carriage and delivery of documents/mail and other official equipment/goods within and outside the office premises.
- 4) Assisting in office work Like Photocopying, sending Fax, dispatch etc.
- 5) Watch and ward duties; reception hospitality for the visitors.
- 6) Providing support to visitors and Consulate officials, including serving tea/coffee.
- 7) Protocol duties for incoming delegations.
- 8) Assisting during various events of the Consulate, including small jobs like shifting of chairs/furniture, changing of bulbs, etc.

9) Other non-clerical official work as may be assigned from time to time by the Consulate.

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 valid work permit may be sent by email to **cons.marseille@mea.gov.in** & **admn.marseille@mea.gov.in**

Selection Process: Shortlisted candidates shall be invited for an interview in the last week of August, 2024.

Place: Marseille (France)

Date: 29.07.2024