

No. Ath/Adm/576/04/2023

Embassy of India

Athens

June 9, 2023

Employment Notice

Embassy of India, Athens invites applications for one local post of Consular Clerk.

General Terms & Condition

1	Educational Qualification:	Bachelor's degree in any discipline. Previous work experience in relevant field will be preferred.
2	Nature of Job:	1. Helping/ Assisting visitors coming to the Consular Wing in the Embassy; 2. Handling consular work/ services such as visa and passport, Attestations, 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;. Note: However, consular related tasks will be the main domain, he or she may be deployed on any other desk of general nature in the Embassy.
3.	Salary	Basic Pay: €756.07 per month, plus Admissible allowances as defined under applicable law.
4.	Age	Maximum 35 years as on the last date of application.
5.	Nationality	Persons of all nationalities are eligible to apply provided they possess valid permits authorizing them right to residence and work in Greece.
6	Knowledge of English	Knowledge of English & Greek (Writing/speaking) is mandatory. Applicant should enclose certificate of proficiency in English from recognized institutions. Proficiency in English of shortlisted candidates will be tested through their ability to translate Greek to English and vice versa.
7.	Past Job Experience	However job experience has not been prescribed as mandatory qualification, it will be deciding factor in case experienced candidate applies for the position. In such cases, applicant should mention details about their past job experience. Documentary evidence would be required at the time of appointment.

8.	Knowledge of PC Operation	Knowledge of PC Operation (General hardware setup, Office software, email operation & operation of social media) is mandatory which will be tested separately by the Embassy only for the shortlisted candidates
9.	Mental & Physical Health	Candidate should be in good mental & physical health. He/She will be required to submit a medical fitness certificate before appointment.

Interested candidates may apply for the above position online through the website of the Embassy at URL <https://www.indiaingreece.gov.in/page/Vacancies/> and also offline, only in the format given in annexure-I of this notice. If applied offline, the duly filled in application may be scanned and sent to admn.athens@mea.gov.in. Application in any other format or means will not be entertained.

All the criteria of eligibility prescribed above must be supported by appropriate certificates/documents and will be required to be presented in original in the Embassy at the time of interview and before appointment.

The selection will be based on interview of the shortlisted candidates, proficiency of knowledge of English/Greek, knowledge and proficiency in operation of computer.

It may be noted that tentative date of English Proficiency Test/Written Test would be 5 July, 2023 and Interview of the shortlisted candidates would be 12 July, 2023 which would be held at the premises of the Embassy.

The last date of submission of application is June 30, 2023

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Form of Application for the Post of Consular Clerk

1	Post applied for	Consular Clerk			
2	Name of the applicant (In CAPITAL)				
3	National ID No.				
4	Father's Name				
5	Mother's Name				
6	Date of Birth				
7	Gender				
8	Nationality				
9	Educational Qualification				
10	Postal Address				
11	Mobile No				
12	Email ID				
13	Knowledge of English (Y/N)				
14	Knowledge of Operation of PC	Knowledge of general hardware setup	Knowledge of operation of general office software	Knowledge of operation of email	Knowledge of operation of Social media (Facebook/Twitter)
		(Yes/No)	(Yes/No)	(Yes/No)	(Yes/No)
15	Previous Job Experience	Nature of Job	Name of the Employer	Monthly Salary	Period of service rendered
	1				
	2				
	3				
	4				

16	List of Documents in support of prescribed qualification (Do not attach any, will be verified upon final selection)	a.
		b.
		c.
		d.
		e.
		f.

Declaration

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief, I understand that in the event of any information being found suppressed, false or incorrect or ineligibility being declared before or after examination my candidature appointment is liable to be cancelled.

Place :

Date :

Paste/ Upload passport size photograph

Signature/Upload signature