



**CONSULATE GENERAL OF INDIA
FRANKFURT**

JOB VACANCY OF STENO-TYPIST IN THE CONSULATE

The Consulate General of India, Frankfurt, invites applications (in English) from suitable candidates for full-time position of Steno/Steno-Typist in the Consulate. The successful candidate will be appointed in the beginning salary of Euro 2282/- (approximately) with Pay Scale of €1976-59-2861-86-3721-112-4841. The remuneration package will include statutory leave, applicable bonus and mandatory employer's social insurance contribution.

Job Profile

The candidate should be familiar with work relating to matters concerning general administration, establishment and accounts, such as carrying out administrative work, assistance in consular related services, visiting outside the Frankfurt city for office purposes, protocol duties etc. and any other duties as directed from time to time. The candidate may be called upon exigencies of work on holidays or outside office hours based on office exigencies. The candidate may be required to perform duties outside office hours.

Eligibility

- 1. Educational qualifications:** Minimum bachelor's degree in any stream or equivalent vocational training and work experience. Preference will be given to candidates with degree in Administration/Accounts.
- 2. Typing speed:** 35 words per minute
- 3. Language proficiency:** Proficiency in German and English - both written and spoken.
- 4. Residence status:** German/EU citizen (with valid work permit) or any other national with valid work permit.
- 5. Computer skills:** Linux/MS office and other word processing software.
- 6. Experience:** 2 years of experience in relevant field (preferable).
- 7. Age:** Between 21 -40 Years
- 8. Last Date for acceptance of application: **October 07, 2022 (1200hrs).****
- 9. Method of Submitting Application: **By e-mail or Post****

Email: hoc.frankfurt@mea.gov.in / admn.frankfurt@mea.gov.in

Postal address: Head of Chancery, Consulate General of India,
Friedrich-Ebert-Anlage, 26,
60325, Frankfurt/Main, Germany.