



सत्यमेव जयते

Consulate General of India
Ho Chi Minh City

Employment Opportunity

Vacancy for the post of Consular Clerk

Announcement number: HCM/579/03/2023 dated 02.11.2023

The Consulate General of India in Ho Chi Minh City is seeking applications from qualified candidates for the position of Consular Clerk.

Job Profile:

- Handling consular work / services
- Verification of supporting documents
- Registration and processing of visa applications
- Assist in Consular matters
- Other duties as and when assigned

Working Hours: Full time 09:00 to 17:30 (with half hour lunch break), Monday to Friday, except Consulate holidays. The Consular Clerk may also be asked to work after office hours or on weekends, in order to assist with urgent and pending Consular work etc.

Age Criteria: Between 25-40 years

Salary: Basic Pay Scale 700-21-1015-30-1315-40-1715 (in USD) per month.

Benefits: In addition to Salary, Social Security, Health Insurance and Unemployment Insurance shall be paid as per guidelines of Service Company to Foreign Mission.

Leave: Admissible annual leave and sick leave with pay.

Qualification Requirements: The applicants must possess the following essential qualifications:

1. **Education:** Graduate (Bachelor's degree) from a recognized University.
2. **Language:** The applicant should be fluent in both English and Vietnamese.

Period of Employment: Upon successful completion of probation of three months, the Consular Clerk shall be treated as full time employee of the Consulate.

Submit Applications: Interested Candidates may email their Curriculum Vitae (in English only) and Photograph on cg.hcm@mea.gov.in (with copy to hoc.hcm@mea.gov.in and admn.hcm@mea.gov.in). The last date to apply for this announcement / vacancy is **10th November 2023**. Suitable candidates will be informed by email to come for a written test followed by a personality test.