The Embassy of India in Brussels is looking for a:

**CLERK**

**Job Description:**

The Clerk will be expected to render all kinds of assistance in the smooth functioning of the Embassy including but not limited to liaising with various offices/organizations, making and attending to telephone calls, coordinating with various branches of local public offices etc.

**Qualification and experience:**

**Essential qualification:**

(i) At least a bachelor degree (License)
(ii) Age not more than 35 years
(iii) Oral and written capability in English
(iv) Oral and written capability in French or Flemish
(v) Sound knowledge of computers – MS Word, MS Excel, MS PowerPoint, E-mail etc.

**Desirable qualification:**

(i) Experience of general administration work

**Local Work Permit and Resident Visa:**

Only candidates having local work-permit/resident visa etc., in compliance with local rules and regulations to work in foreign diplomatic missions will be eligible for consideration.

**Mental and Physical Health:**

Candidate should be in a good mental and physical health. At the time of offer of appointment, candidates need to submit a medical fitness certificate.

**Contract:**

The successful applicant will be employed for an initial period of 3 months which may be renewed further for a mutually agreeable period or he/she may be considered for regular appointment depending upon satisfactory performance. Please send your curriculum vitae in English language to the attention of Mr. Ajith Prasad, S, Attaché (Administration),
Embassy of India, 217 Chaussee de Vleurgat, 1050-Brussels (by Post) or to admin.brussels@mea.gov.in (by E-mail). Only selected candidates will be called for interview.

Salary:

The Embassy of India, Brussels follows Belgian salary system (CP 200). The gross salary would be in the range of Euro 1800-2000. The net take home salary, however, would depend on age, size of family, contribution towards social security and tax.

Last date of receipt of applications: 24th July, 2020

(Ajith Prasad. S)
Attache (Administration)
E-mail: admin.brussels@mea.gov.in
30th June, 2020