



**Consulate General of India  
Seattle**

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**MOST IMMEDIATE  
APPLICATIONS INVITED FOR CONSULAR STAFF**

Consulate General of India, Seattle, invites applications for the post of "Consular Staff" on **CONTINGENCY BASIS** for an initial period of **6 months**, having a pay of **US\$3,908 per month**.

**No. of Posts: THREE (03)**

**Minimum required qualifications and skill set:**

- Graduate from a recognized educational institution.
- Attention to details and accuracy.
- Proficient communication abilities in the English language.
- Knowledge of computer skills especially in MS Office, Power-point, and Excel.
- Experience: 2+ years of experience in a similar position is desirable.
- Ability to multitask, work efficiently and handle even increased workload on schedule.
- Flexible, Technical understanding and Service oriented.
- Analytical and structured way of working with high level of reliability and proactive approach.
- Valid work permit (EAD / permanent residency (Green card) / USA citizen).

**Work Profile:**

- Helping/ Assisting visitors coming to the Consular Wing in the Consulate.
- Handling consular work/ services such as visa and passport, OCI Information, Attestations, and other miscellaneous services.
- Assisting in smooth and effective delivery of consular services to Indian Diaspora members and work related to Indian Community Welfare Fund.
- General office work, filing, and organization tasks.
- Preparation of Consular reports and record keeping.
- Translation, regular correspondence, minute taking, and any other tasks as directed from time to time.
- Any other work assigned from time to time.

Interested applicants may please send their applications and resumes with all supporting documents (educational certificates/documents, Passport/visa/work permit etc.) to **vcadm.seattle@mea.gov.in** by **26<sup>th</sup> May 2024**.

**Selection Process:** Shortlisted candidates shall be called for interview in the last week of May 2024/ first week of June 2024.

Place: Seattle

Date: 20<sup>th</sup> May 2024