Consulate General of India
Seattle

MOST IMMEDIATE

APPLICATIONS INVITED FOR POST OF CONSULAR ASSISTANT

The Consulate General of India, Seattle, invites applications for the posts of "**Consular Assistant**" having an initial monthly pay of **US$ 5,807/-**, which may increase incrementally on the basis of satisfactory performance over the employee's tenure. Selected candidate would also be eligible for medical insurance premium up to USD 75 per month. Please note that the salary for this post of Consular Assistant will be regularized as per prescribed rates fixed by the Ministry of External Affairs, Government of India.

No. of Post: One
Minimum required qualifications and skill set:

- Graduate from a recognized educational institution.
- Knowledge of computer skills especially in MS Office, Power-point, and Excel.
- Candidate should possess good communication skills in English and Hindi.
- Experience: 2+ years of experience in a similar position is desirable.
- Ability to multitask, work under pressure and handle even increased workload on schedule.
- Technical understanding of computers, hardware handling, operating systems and good at record keeping/filing/generating daily reports.
- Ability to work in a team with analytical and structured way of working with high level of reliability and proactive approach.
- Valid US work permit (EAD /permanent residency (Green card) / USA citizen).

Work Profile:

- Assisting visitors coming to the Consular Wing at the Consulate and scrutiny of documents.
- Handling consular work/ scrutiny of consular applications/ data entry/ enrollment of data for services such as visa and passport, OCI, Attestations, and other miscellaneous services.
- Record Keeping, Daily Report Generation, Reconciliation of Consular Records.
- Assisting in smooth and effective delivery of consular services to all consular applicants.
- Replying to telephonic and email queries on consular cases. General office work, filing, and organization tasks.
- Updating of consular information on website and keeping it user friendly. Responses to consular queries on social media handles of website. Assistance in organization of Consulate events/consular camps etc.
- Any other consular or administrative work required to be executed for the Consulate from time to time.

Interested applicants may please send their applications and resume giving complete details including age, educational qualification, photograph and work experience with all supporting documents (educational certificates/documents, Passport/visa/work permit etc.) to hoc.seattle@mea.gov.in by **10th January 2026.** Shortlisted candidates shall be invited for an interview in the third week of January.

Place: Seattle.
Date: 30 December 2025