



**Consulate General of India
Seattle**

MOST IMMEDIATE

APPLICATIONS INVITED FOR CONSULAR ASSISTANTS

The Consulate General of India, Seattle, invites applications for the posts of "Consular Clerk" having an initial Annual Pay of **US\$40,692/-** (to be paid in equal monthly instalments), which may increase incrementally on the basis of satisfactory performance upto **\$99,983/- per annum** over the employee's tenure. It may be noted that this salary for this post of Consular Clerk will be regularized as per prescribed rates fixed by the Ministry of External Affairs, Government of India. Monthly Pay Scale in US Dollar (US \$) for the post is **2886-87-4191-126-5451-164-7091**.

No. of Posts: TWO (02).

Minimum required qualifications and skill set:

- Graduate from a recognized educational institution.
- Attention to details and accuracy.
- Candidate should possess good communication skills in English.
- 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 under pressure and handle even increased workload on schedule.
- Dedication and flexibility. 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 Embassy
- 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.

Annual Pay: US\$40,692/- (to be paid in equal monthly instalments)
+ [upto **US\$ 75 p.m.** towards medical insurance premium].

Interested applicants may please send their resume giving complete details, including age, educational qualification and work experience at e-mail: vcadm.seattle@mea.gov.in by 29th February 2024. Shortlisted candidates shall be called for interview in the first week of March 2024.

Place: Seattle

Date: February 16, 2024