



Consulate General of India
2, Darnley Road
Birmingham, B16 8TE

No. BIR/579/01/2022
Consulate General of India
Birmingham

Dt: 21.04.2022

Job Vacancy

Consulate General of India, Birmingham invites applications from eligible candidates with valid permission to work in the UK, for the post of

Junior Assistant

Terms and conditions: The post is a full time permanent position (upon successful completion of probation) and carries Annual Bonus (one month's salary). Starting salary will be £ 1718.66 (Basic Pay-£ 1620 + COL Allowance- £ 98.66).

Minimum Qualification: It is **mandatory** for the applicants to have valid long term UK Work Permit/ Visa if they are not UK nationals. Graduates from a recognised University with good telephone manners/ skills, basic English drafting skills and fluency in spoken English. Excellent IT skills, knowledge of internet/ social media/ Power Point Presentation/ recording, editing and uploading of short videos on social media etc. Preference will be given to candidates with relevant work experience.

Desirable: 1. Candidates with more experience and knowledge of Indian languages such as Hindi, Punjabi and Gujarati would be preferred.
2. Diploma/ Certificate from recognised university in IT/ Computers.

Resumes with a covering letter clearly stating the ***Application for the post of Junior Assistant (Advt dt: 21.04.2022)***, supported with copies of documents, testimonials and visa status may be addressed to:

By Post/Courier:

The Head of Chancery
Consulate General of India
2, Darnley Road
Birmingham, B16 8TE

By Email:

hoc.birmingham@mea.gov.in

Resumes not supported by required documents/ visa status will be summarily rejected. Consulate General of India, Birmingham reserves the right to accept/ reject any application without assigning any reason. Only shortlisted candidates will have to qualify in a written test and final selection will be made on the basis of personal interview.

The application must reach on or before the closing of business hours of **12th May 2022**.

Tel: 0121-4550910, Website: www.cgibirmingham.gov.in

E-mail : hoc.birmingham@mea.gov.in, admn.birmingham@mea.gov.in