



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

No. BIR/579/01/2021
Consulate General of India
Birmingham

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 £ 1620.

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: 26.06.2023)**, 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 **17th July 2023**.