



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

No. BIR/579/02/2023

Dt. 03/12/2024

**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) with pay scale of £ 2790/- plus yearly salary increments. The number of vacancies is **01**.

**Minimum Qualification:**

- i) It is **mandatory** for the applicants to have valid long term UK Work Permit/ Visa if they are not UK nationals.
- ii) Graduation from a recognised University
- iii) Should have good telephone manners/skills, good understanding of customer relations, 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: 03.12.2024)**, 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 short-listed candidates will be called for written test and those who qualify in the written will be called for personal interview. The selection will be made on the basis of personal interview.

The application must reach on or before the closing of business hours of **24<sup>th</sup> December 2024**.