



Consulate General of India
20, Augusta Street,
Jewellery Quarters, Hockley
Birmingham, B18 6JL

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: 17.08.2021)**, supported with copies of documents, testimonials and visa status may be addressed to:

By Post/Courier:

The Head of Chancery
Consulate General of India
20, Augusta Street, Jewellery Quarter, Hockley
Birmingham, B18 6JL

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 **06th September 2021**.