

**Consulate General of India**

**Birmingham**

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**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 regular position for a limited term contract of four years (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*, supported with copies of documents, testimonials and visa status may be addressed to:

**The Head of Chancery**

**Consulate General of India**

**20, Augusta Street, Jewellery Quarter, Hockley**

**Birmingham, B18 6JL**

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

**13<sup>th</sup> August 2021.**