



EMBASSY OF INDIA  
BRUSSELS

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JOB OPPORTUNITY

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The Embassy of India in Brussels is looking for:

**CLERK (3 Posts)**

**Job Description :**

The Clerk will be expected to render all kinds of assistance in the smooth functioning of the Embassy including but not limited to liaising with various offices/organizations, making and attending to telephone calls, coordinating with various branches of local public offices etc.

**Qualification and experience :**

Essential qualification :

- (i) At least a bachelor degree (License)
- (ii) Oral and written capability in English
- (iii) Oral and written capability in French or Flemish
- (iv) Sound knowledge of computers – MS Word, MS Excel, MS Powerpoint, E-mail etc.

Desirable qualification :

- (i) Experience of general administration work

**Local Work Permit and Resident Visa :**

Only candidates having local work-permit/resident visa etc., in compliance with local rules and regulations to work in foreign diplomatic missions will be eligible for consideration.

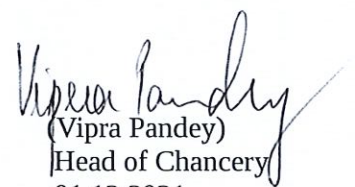
**Contract :**

The successful applicant will be employed for an initial period of 3 months which may be renewed further for a mutually agreeable period or he/she may be considered for regular appointment depending upon satisfactory performance. **Please send your curriculum vitae in English language to the attention of Mr. Vipra Pandey, Head of Chancery, Embassy of India, 217 Chaussee de Vleurgat, 1050 Brussels (by Post) or to ga.brussels@mea.gov.in (by E-mail). Only selected candidates will be called for interview.**

**Salary :**

The gross salary would be in the range of Euro 1800-2000. The net take home salary, however, would depend on age, size of family, contribution towards social security and tax.

**Last date of receipt of applications : 15th December, 2021**

  
(Vipra Pandey)  
Head of Chancery  
01.12.2021