



**EMBASSY OF INDIA  
BRUSSELS**

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**JOB OPPORTUNITY**

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The Embassy of India in Brussels is looking for :

**Clerks**

**Qualification and experience:**

The candidate must have:

- (i) At least a bachelor degree (License)
- (ii) Age not more than 35 years
- (iii) Oral and written capability in English
- (iv) Oral and written capability in French or Flemish
- (v) Sound knowledge of computers – MS Word, MS Excel, MS Powerpoint, E-mail etc.
- (vi) Typing in English
- (vii) Experience of general administration work. The Clerk will be expected to render all kinds of assistance in running 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.

**Contract:**

The successful applicant will be employed for an initial period of 3 months after which 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. Rajesh Sehgal, Attache (Administration), Embassy of India, 217 Chaussee de Vleurgat, 1050 – Brussels or to [hoc.office@indembassy.be](mailto:hoc.office@indembassy.be) & [admin@indembassy.be](mailto:admin@indembassy.be). Only selected candidates will be called for interview.

**Salary :**

The Embassy of India, Brussels follows Belgian salary system (CP 200). 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.

Deadline for application : 07<sup>th</sup> January, 2019

  
(Rajesh Sehgal)  
Attache (Administration)

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