



**EMBASSY OF INDIA
BRUSSELS**

JOB OPPORTUNITY

The Embassy of India in Brussels is looking for:

SENIOR ASSISTANT

Job Description : The Senior Assistant will be expected to render assistance in the smooth functioning of the Administration Wing including but not limited to liaising with various officers/organizations, making and attending to telephone calls, coordinating with various branches of local public offices etc. The individual should be confident and willing to assist in organizing various events of Embassy. Strong organizational skills with the ability to communicate and coordinate with various local organisation.

Qualification and experience:

Essential qualification:

- (i) Bachelor's degree
- (ii) Oral and written capability in English
- (iii) Knowledge of computers – MS Word, MS PowerPoint, E-mail etc.
- (iv) Proficiency in local languages, particularly in French and/ or Dutch would be an asset.

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.

How to apply: Please send your application in the attached proforma only (in English language only) along with required documents as mentioned in the proforma to the attention of Mr. Neeraj Kumar, 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.

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.

Salary : The Embassy of India, Brussels follows Belgian salary system (CP 200). The gross salary would be in the range of Euro 2174 -2400 depending on years of relevant prior experience. 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 :16th January, 2025.

**(Neeraj Kumar)
Head of Chancery**

APPLICATION FORM FOR THE POST OF SENIOR ASSISTANT

1. Full Name :																				
2. Mobile No. :																				
3. E-mail :																				
4. Current Residential Address :																				
5. Gender :																				
6. Age :																				
7. Nationality :																				
8. *Passport No. / Belgian Identity Card No. :																				
9. *If not the citizen of EU, Belgian Work Permit No. and its validity:																				
10. *Educational qualification (Highest) :																				
11. Proficiency in languages : Please tick the appropriate box in the table below- <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"><tr><th style="width: 20%;">Language</th><th style="width: 20%;">Not known</th><th style="width: 20%;">Basic</th><th style="width: 20%;">Intermediate</th><th style="width: 20%;">Fluent</th></tr><tr><td>English</td><td></td><td></td><td></td><td></td></tr><tr><td>French</td><td></td><td></td><td></td><td></td></tr><tr><td>Dutch</td><td></td><td></td><td></td><td></td></tr></table>	Language	Not known	Basic	Intermediate	Fluent	English					French					Dutch				
Language	Not known	Basic	Intermediate	Fluent																
English																				
French																				
Dutch																				
12. Previous employment, if any : <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"><tr><th style="width: 35%;">Name and address of the employer</th><th style="width: 35%;">Nature of duties/work handled</th><th colspan="2" style="width: 30%;">Period</th></tr><tr><td></td><td></td><th style="width: 15%;">From</th><th style="width: 15%;">Upto</th></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>	Name and address of the employer	Nature of duties/work handled	Period				From	Upto												
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		From	Upto																	
13. Any other relevant information that candidate intends to provide:																				

***Please attach copies of following documents with this form:**

- (i) Copy of Passport/Belgian Identity Card
- (ii) Copy of Belgian Work Permit, if not EU citizen
- (iii) Copy of certificate of highest educational qualification

14. I hereby certify that the information given above is correct to the best of my knowledge and belief. I am fully aware that if any information given above is found incorrect or any information is suppressed or concealed subsequently, my candidature or services will liable to be cancelled on this ground without any notice.

Date:

Place:

Signature of the candidate