



EMBASSY OF INDIA
BRUSSELS

JOB OPPORTUNITY

The Embassy of India in Brussels is looking for :

CLERK

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) Bachelor's degree
- (ii) Oral and written capability in English
- (iii) Oral and written capability in French and /or Flemish
- (iv) Sound knowledge of computers – Designing, MS Word, MS Excel, MS Powerpoint, E- mail etc.

Desirable qualification:

- (i) Experience of general administration/accounts related work in any organisation.

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 curriculum vitae in English along with 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 (JC 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 : 18th April, 2025.

(Neeraj Kumar)
Head of Chancery

Neeraj Kumar
Head of Chancery
Embassy of India
Brussels

APPLICATION FORM FOR THE POST OF CLERK

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. *Previous employment, if any :																		
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th rowspan="2" style="width: 35%;">Name and address of the employer</th><th rowspan="2" style="width: 35%;">Nature of duties/work handled</th><th colspan="2" style="width: 30%;">Period</th></tr><tr><th style="width: 15%;">From</th><th style="width: 15%;">Upto</th></tr></thead><tbody><tr><td style="height: 25px;"> </td><td> </td><td> </td><td> </td></tr><tr><td style="height: 25px;"> </td><td> </td><td> </td><td> </td></tr><tr><td style="height: 25px;"> </td><td> </td><td> </td><td> </td></tr></tbody></table>	Name and address of the employer	Nature of duties/work handled	Period		From	Upto												
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	From	Upto																
12. 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**
- (iv) Copy of work experience in administration/accounts in any organisation**

13. 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