

**Embassy of India  
Dublin**

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Embassy of India in Dublin is looking for a suitable candidate for **fixed-term position (3-months) of Clerk-Typist.**

**Type of position:** This is a **full-time** position for a **fixed term of 3 months**. **No extension** shall be granted after three months.

**Essential/desired Qualifications:**

- A University degree in any field/stream. Post-graduate degree is preferred;
- All round proficiency in English language;
- Good working knowledge of IT systems, including MS-Word, MS-Excel, Power Point, Web Applications, Analytic Tools, etc.;
- Excellent verbal and written communication skills;
- Proficient analytical skills for evaluation and reporting;
- Past experience in similar position is preferred.

**Work Permit:** The applicant must possess valid permission to reside and undertake full-time work in Ireland at the time of submitting application. No assistance will be extended by the Embassy in this regard.

**Broad Description of duties:**

The applicant will work under the direct supervision of Consular Officer of the Embassy. The applicant will be required to undertake the following duties, which are not exhaustive:

- Dispatch of printed Passports and OCIs/ PCC/ Birth Certificate
- Attending inquiry calls from public on office telephone
- Digitisation of consular applications/records
- Handling Public Counter at the Collection Time
- Outgoing posts - Manual entry of outgoing posts via Anpost
- Manual Entry of applications for Birth Certificate and PCC
- Entry of applications for surrender of Indian passport
- Taking biometrics of Visa and OCI applicants
- Other miscellaneous works

**Place of Work:** Embassy of India, 69, Merrion Road, Ballsbridge, Dublin-4

**Salary (per month):**

Gross emoluments per month: **Euro 1985.00**. In addition, Embassy will be paying statutory social security contribution in respect of the selected candidate.

**Please forward applications with CV to:**

**Mr. Vijay Singh**, Head of Chancery, Embassy of India, 69 Merrion Road, Ballsbridge, Dublin-4 **only by email** on **hoc.dublin@mea.gov.in**.

**Closing date for receipt of applications: 21 January, 2025 by 17:30 hrs**

Applications received after closing date will not be considered. Only short-listed candidates would be required to attend the interview/written test.

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