



भारत का प्रधान कौंसुलावास
साओ पाउलो
Consulate General of India
Sao Paulo

No.Sao/Admn/579/10/2022

23rd Sep 2022

VACANCY NOTICE

Applications are invited for the post of Receptionist-cum-Clerk in Consulate General of India, Sao Paulo. Following are the details regarding the vacancy.

Terms of Employment:

1. Full time permanent position (upon completion of probation)
2. Salary : starting at R\$ 4150
3. 30 days Annual leave after completion of one year of service

Qualifications:

- University Degree or equivalent Diploma in International Relations or equivalent
- Good administrative, organizational and time management abilities
- Fluency (both oral and written) in English and Portuguese language
- Good computer skills (including word processing, excel, email)
- Excellent communication skills
- Willingness to learn and develop new skills
- Previous experience(3-5 years) of similar work would be desirable
- Candidates with Local Work Permit/Resident Visa etc., in compliance with local rules and regulations to work in foreign Diplomatic Missions will only be eligible for consideration.

Age : Between 21-35 years

Areas of Responsibilities :

Official work as assigned by supervising officers.

Application Deadline: CV alongwith covering letter in English must be submitted by email only by 14th Oct 2022.

CVs may be sent by e-mail only at : adm.n.saopaulo@mea.gov.in