



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

No.Sao/Admn/579/14/2022

17<sup>th</sup> Jan 2023

## VACANCY NOTICE

Applications are invited for the post of 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 (in English) must be sent by email only by 31<sup>st</sup> Jan 2023. CV should mention two contact person for reference, preferably from last work places.

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