



**Consulate General of India
San Francisco**

Applications Are Invited For the Post of Junior Consular Assistant

The Consulate General of India, San Francisco invites applications for two (02) full-time posts of **Consular Junior Assistant**

Required Qualifications and Skill Set:

- Graduate from a recognized educational institution
- Fluent in written and spoken English, with good communication skills
- Proficiency in computer skills, including MS Office; good typing speed required
- 1–2 years of post-qualification experience in a similar role preferred; freshers may also apply
- Strong interpersonal skills and ability to handle multiple tasks simultaneously
- Willingness to work beyond office hours in case required

Work Profile:

- Assist with issuance and processing of consular documents, including passport, visa, and OCI-related services
- Maintain files and records related to consular and administrative work
- Assist with day-to-day administrative support for the Consulate
- Support protocol duties for visiting delegations
- Perform other duties as assigned

Eligibility: U.S. Citizen / Permanent Resident (Green Card Holder)

Working Hours: Regular office hours of the Consulate. The applicant should be willing to work beyond prescribed hours and on weekends/holidays, depending on the exigencies of work.

Initial Monthly Pay: US\$ 4588. The salary and cost-of-living allowance shall be subject to periodic revision. Health insurance coverage and paid leave shall be provided in accordance

with the rules prescribed by the Ministry of External Affairs, Government of India, as amended from time to time.

Important

Interested candidates may submit their application and resume, along with all supporting documents (educational certificates, a copy of their passport, and proof of U.S. citizenship or permanent residency), by **Wednesday, August 5, 2026**, to pic.sf@mea.gov.in and vcadm.n.sf@mea.gov.in.

Shortlisted candidates shall be invited for an interview.

For further details/clarifications, please contact: 732-397-2005. (Monday-Friday -10 AM-5:00 PM)