



**Consulate General of India
Seattle**

MOST IMMEDIATE

Advertisement: Requirement of TWO CLERKS for Indian Consulate in Seattle

Required: Consulate General of India, Seattle (USA), requires two **Clerks** purely on **Contingency basis** for a period of 03 months.

Qualification: Graduate from a recognized educational Institution. Candidate should possess good communication skills in English. He/she must be fluent in both written and spoken English. Knowledge of Computer Skills- MS Office skills are must with good typing speed. Candidate having knowledge of Hindi, India and Indian culture will be given priority.

Experience: 1-2 years past experience in similar positions/freshers can also apply.

Pay scale: US\$: 2886 per month

Interested candidates may send their applications along with copies of resumes, passports and two passport-size photographs to the following address by post on the following address or via email.

Mr. Suresh Kumar Sharma,
Consul & Head of Chancery
Consulate General of India,
Suite No. 1211, Fairmont Olympic Hotel, 411 University Street, Seattle, WA 98101
Tel : +1-206-442-4882
Email: hoc.seattle@mea.gov.in

Please Note: Positions(s) are only for applicants who are presently in the USA only with valid work permits.

Deadlines of Submission- 08 Dec, 2023 (Friday).

Selection Process: Shortlisted candidates shall be informed about the date of interview, selection of mode, in due course.
