

**Consulate General of India
Sao Paulo**

Vacancy Notice

No. 1/2021

02 August 2021

The Consulate General of India, Sao Paulo, invites applications from suitable candidates for the full-time position of 'Receptionist-cum-Clerk' in the Consulate. The successful candidate will be appointed at a starting salary of R\$ 3150 per month.

The applicant fulfilling following qualification requirements are welcome to apply:

- Educational qualification: Minimum Graduation degree in any stream or equivalent vocational training & work experience.
- Language proficiency: Proficiency in English and Portuguese needed, both written and spoken. The job requires candidates to have good communication skills. Candidates with degree in the field or experience in interpretation/ translation work will be given preference.
- Computer skills: Candidates should have good knowledge of operating computers and IT skills (experience in MS Office, Spreadsheets, Presentations, Graphics, Database Management, Social Media etc. is desirable.)
- Experience: Candidates with 1 or 2 years of work experience in similar roles in any office will be given preference.

Interested candidates may apply with complete CVs (in English only, with photo and full contact particulars), along with copies of certificates,

references, and supporting documents, if any, by email to vc.saopaulo@mea.gov.in.

Last date of receiving applications is 09 August 2021. Short-listed candidates will be called for written test/ interview.
