

Embassy of India

Vienna

Applications are invited for recruitment to one full-time post of Typist/Clerk at the Embassy of India, Vienna.

Mandatory Eligibility Criteria:

1. The applicant must be graduate.
2. Minimum experience of 02 to 04 years in relevant field as required.
3. Working knowledge of German, both spoken and written at B2 level is mandatory.
4. Candidate must be proficient in spoken and written English and in the use of computers, and have good drafting and communication skills.
5. Applicants must possess a valid work permit/resident permit for Austria.

Complete applications containing brief CV, recent photograph, work experience, certificates, references and contact number may be mailed to email: admn2.vienna@mea.gov.in by October 20, 2024.