

**CONSULATE GENERAL OF INDIA
DURBAN

Date: 6th September, 2023

JOB VACANCY

Applications are invited from candidates residing permanently in South Africa for the post of Clerk in Consulate General of India, Durban.

Eligibility Criteria:

- i) Bachelor's degree in any discipline from a recognized university.
- ii) Good written and oral communication skills in English.
- iii) Proficiency in the use of MS Word, Excel, PowerPoint and other basic software applications.
- iv) Desirable past working experience.

Selection Procedure:

Eligible candidates will appear for a written examination for assessment of English language abilities, reasoning & aptitude. Shortlisted candidates will be called in for an interview. Dates for examination and interview will be scheduled later.

Applicants may submit their CVs/Bio-data (only in English) along with a photograph to :
vc.durban@mea.gov.in and hoc.durban@mea.gov.in with the subject – “Application for the post of Clerk”. **The last date of the application is 20th October, 2023.**

Terms of Employment

All the applicants must have appropriate permission to live and work in South Africa within the age of 35 years as on 31.07.2023. The successful applicant will be employed for an initial period of 6 months' probation and on the successful completion of six months, applicant will be employed in Consulate General of India, Durban.

The Pay scale of **Rand 9500-285-13775-413-17905-537-23275**, currently entitled to Basic Pay of Rand 9500 per month plus other allowances, as admissible and approved from time to time.

If any information furnished by a candidate is found false or incorrect at any stage or not satisfying the eligibility conditions, his/her candidature/appointment is liable to be canceled/terminated.

The Consulate General of India, Durban reserves the right to postpone/cancel the recruitment process at any stage without prior notice and without assigning any reason.
