

**Consulate General of India
Durban

JOB VACANCY

**Applications are invited from candidates residing permanently in South Africa
for the Post of Social Secretary in Consulate General of India, Durban.**

Eligibility Criteria:

- a) Bachelor's degree in any discipline from a recognized university.
- b) Good written and oral communication skills in English.
- c) Proficiency in the use of MS Word, Excel, Powers Point and other basic software applications.
- d) Proficient in drafting notes, emails, speeches, managing an appointment diary, including planning and organizing of travel itinerary.
- e) Past working experience.

Applicants may submit their Cvs/Bio-data (only in English) along with a photograph to vc.durban@mea.gov.in with the subject- "Application for the post of "Social Secretary". The last date of the application is 05th May, 2025.

All the applicants must have the appropriate permission to live and work in South Africa within the age of 25 to 45 years as on 05th May, 2025.

The pay scale of Rand 22800-684-33060-992-42980-1289-55870 (Basic Pay of Rand 22800 per month) plus other allowances, as admissible and approved from time to time.

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