



**EMBASSY OF INDIA
BRUSSELS**

JOB OPPORTUNITY

The Embassy of India in Brussels is looking for a:

Clerk

Qualifications and experience:

The candidate must have:

- (i) At least a bachelor degree(License)
- (ii) Oral and written capability in English and French/Flemish
- (iii) Sound knowledge of computers
- (iv) Experience of general administrative work. The Clerk will be expected to render all kinds of assistance in running of the Embassy including but not limited to liaising with various service providers, accounting, visiting places outside the Embassy during office hours, making and attending to telephone calls, coordinating with various branches of local public offices etc.

Contract:

The successful applicant will be employed for an initial period of 6 months which may be renewed further depending upon satisfactory performance. You may send your curriculum vitae in English language to the attention of Head of Chancery, Embassy of India, 217 chaussee de Vleurgat, 1050-Brussels. Only suitable applications will be answered.

Salary:

The Embassy of India, Brussels follows Belgian salary system (CP 218). The gross salary would be in the range of Euro 1800 to Euro 2000. The net take home salary, however, would depend on age, size of family, contribution towards social security and tax.

Deadline for application: 30th April, 2016

(S. Inbasekar)
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