

**Consulate General of India
Melbourne**

VACANCY

Applications are invited from residents of Australia with work permit for the posts of clerks for two months at the Consulate General of India, Melbourne

Minimum Qualification for the post of clerk:

Graduate (with competency in computer operations) and working experience of at least two years.

Age: Between 25-50 years.

Those interested may apply for the Post with the latest resume (with recent photograph attached on it) and send the applications with superscriptions “Application for the Post of Clerk” at the following address:

Head of Chancery
Consulate General of India Melbourne,
344 St. Kilda Road,
Melbourne, VIC-3004

or by e-mail to:

hoc.melbourne@mea.gov.in
admin.melbourne@mea.gov.in

Last date for receiving these applications will be COB 21st October, 2022.

Shortlisted candidates will be called for interview.

Personal Detail Form:

1	Name			
2	Gender			
3	Date of Birth			
4	Place of Birth			
5	Father's / Mother's name			
6	Passport Number			
7	Nationality			
8	Visa Status			
9	Period of stay in Australia			
10	Educational Qualification	<u>Year</u>	<u>Course/Study</u>	<u>School/College/University</u>
11	Professional Experience	<u>Year/Period</u>	<u>Position</u>	<u>Company</u>
12	Residential Address in Australia			
13	Permanent Address			
14	Mobile No./Tel No			
15	Email ID			
16	Two References with mobile no.	<u>Reference –</u> <u>1</u>		
		<u>Reference –</u> <u>2</u>		