



सत्यमेव जयते

Consulate General of India  
Shanghai

No. CGI/SHA/579/1/2021

16 April 2024

### **Announcement of Vacancy**

Applications are invited from eligible Chinese nationals for the vacancy of **Clerk-cum-Receptionist** in the Consulate General of India, Shanghai.

#### **Scope of Work**

1. Assist in day to day consular work.
2. Administrative processing of consular applications/receipts.
3. Record keeping.
4. Handling fax/email/official communication.
5. Manning reception desk as and when required.

#### **Essential Qualifications/Experience**

- Educational qualification: Bachelor degree in any field of Humanities or Science.
- Experience: One year work experience in a field relevant to the job description would be preferable.
- Good level of Chinese and English language skills, both written and spoken are required.
- Good communication skills required.
- Computer skills: Good IT skills, especially in MS Office, Power-point and Excel.
- Ability to multitask, work under pressure and handle even increased workload on schedule.
- Should be able to work as a team in a multicultural environment. The applicant should be willing to travel outside Shanghai for official meetings as and when required.

**Compensation:** Compensation will be on monthly basis and social security will be paid directly to relevant agencies.

#### **How to apply:**

1. Eligible applicants may apply with the following documents:
  - (i) Brief resume
  - (ii) 2 passports size photographs
  - (iii) Copies of educational qualifications and other supporting documents.

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2. Only shortlisted candidates will be contacted for further interview.
3. Last date for receiving applications is 27 April 2024. Applications may be sent either by post or courier or by email to the address below.

**Head of Chancery,  
Consulate General of India,  
1008 Shanghai International Trade Centre, 2201,  
Yan'an (West) Road, Shanghai-2000336, China.**  
**Email:** [vcons.shanghai@mea.gov.in](mailto:vcons.shanghai@mea.gov.in) **with copy to** [admn2.shanghai@mea.gov.in](mailto:admn2.shanghai@mea.gov.in) **and**  
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