

**CONSULATE GENERAL OF INDIA
DURBAN

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.
- v) Desirable experience or knowledge of organizing Cultural/Social events.
- vi) Desirable knowledge of handling Social Media.

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 Librarian/Cultural Programme Coordinator”. The last date of the application is 16th May, 2025.

All the applicants must have appropriate permission to live and work in South Africa with the age of 35 years as on 16th May, 2025. The successful applicant will be employed for an initial period of 6 months’ probation.

The pay scale or Rand 24000-720-34800-1044-45240-1357-58810 (Basic Pay of Rand 24000 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.
