



Job Opening at the German Consulate General Bangalore

The German Consulate General Bangalore is looking for a suitable candidate for its **Consular, Visa and Passport Section** from the 01.01.2019 onwards. The initial contract will be for a limited period of twelve months. It can be extended to a permanent position, depending on the overall workload.

Job Description:

1. Accepting and checking of the passport and visa applications and entry of the relevant data in a specialised programme
2. Taking visa interviews at the counter
3. Answering visa and passport related queries via telephone
4. General administrative duties (filing etc.)

Necessary Qualifications:

1. Graduates in any field
2. Besides a good command of English, Knowledge of at least one of the two south Indian languages Kannada or Malayalam
3. Basic knowledge of German language appreciated
4. Good Computer Skills (MS-Word, Excel etc.)
5. Prior experience in a customer related working field is desirable

We invite applications from responsible candidates who are able to work under pressure, with quick apprehension, a polite and professional attitude and especially enjoy working in a team and interacting with people as the job includes daily interaction with visitors and colleagues.

Interested Candidates should send in their applications with a Letter of Motivation, Curriculum Vitae, copy of their attested certificates and a letter of recommendation until the **25.11.2018** to the:

Consulate General of the Federal Republic of Germany
Cash Pharmacy Building,
Corner St. Marks Rd. / Residency Rd., 2nd floor
Bangalore – 560 025
or email scanned pdfs to zreg@banga.diplo.de