Consulate General
of the Federal Republic of Germany
Kolkata

Vacancy Note

The Consulate General of the Federal Republic of Germany in Kolkata

is looking for a

Security Guard

from February 1st 2027 onwards

The main tasks include the following (not listed exhaustively):

- Entry and visitor control at the Consulate's main gate and the visa section gate
- supervision of construction/renovation works on the compound
- Further support at other positions as indicated by German Police personnel
- Answering the main telephone line

Applicants need to have the following qualifications and skills:

- Secondary School Certificate or equivalent (completion of 10th standard)
- physical fitness and capability
- good knowledge of English and Bengali
- good oral and written communication skills
- ability to work professionally in a team and in stressful situations
- ability to work in shifts
- polite manners
- good interpersonal skills

Further Points

- only complete applications that reach within the given deadline can be accepted
- Data protection rules according to Artikel 13 of EU-Datenschutz-Grundverordnung (DSGVO) apply
- only shortlisted candidates will be notified. **The interviews will be held in the beginning of January 2027.**

The Consulate General offers this full-time position (40 hours/week) for a locally employed person. Contract conditions and compensation are based on local law, per the standard employment agreement for non-diplomatic staff at the German foreign missions in India, and on the corresponding pay scale (category III for 70 %, category VII a for 30 % of the salary scheme).
A contract will be first time limited to one year with the option of an extension.

Applications including

- a CV
- a letter of motivation/intent
- relevant certificates and proofs of qualification (school, University)
- job references from earlier employments
- one recent photograph

should be sent to:

Consulate General of the Federal Republic of Germany
Mrs Gabriele Manig, Deputy and Head of Administration
"Application Security Guard"
1, Hastings Park Road, Alipore
Kolkata 700027

The Federal Foreign Ministry has made it its goal to support women in their professional careers and explicitly invites female candidates to apply

By Friday, 27 November 2026. Only hard copy applications will be considered.

Kolkata, 11 November 2026

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