



Consulate General  
of the Federal Republic of Germany  
Kolkata

Gz.: VW-1-110.00

## **One Team — Worldwide**

### **The German Consulate General in Kolkata**

is seeking to fill a full-time position (40 hours/week) for a locally hired

**cleaner,**

at the earliest possible date.

#### **Duties and Responsibilities:**

Cleaning of the Consulate General's premises

#### **Minimum Qualifications and Requirements:**

##### General:

- Native-level fluency in Hindi and/or Bengali
- Proficient level fluency in English
- Ability to work in an international environment

##### Additional beneficial qualifications:

- Experience as cleaning staff or similar
- Discretion, flexibility and reliability
- Readiness to assist with events in the Consulate General's premises
- Knowledge of German would be an additional asset

The Consulate General offers a full-time, unlimited position (40 hours/week) for a locally hired cleaner. 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.

The Federal Foreign Office supports the professional advancement of women and expressly invites qualified women to apply.

Following selection, the successful candidate must demonstrate good health (through a medical examination by the Consulate General's partner physician) prior to hiring. A personal background check and security clearance will also be carried out. Your readiness to assist in these procedures is assumed.

Applicants who are not Indian citizens must have a valid work permit. A sponsorship by the Consulate General is not possible.

**Please send your complete written application** along with the following documents

- letter of application/motivation
- résumé in English, accompanied by a photograph
- proof of school-leaving certificate
- where applicable, references/letters of recommendation
- where applicable, proof of trainings or similar
- copy of passport or documented proof of submission of passport application and, if applicable, work permit

**by February 28, 2021**

by mail or e-mail

to the Consulate General of the Federal Republic of Germany, Attn.: Ms. Dressel,  
1 Hastings Park Road, Alipore, Kolkata 700 027;

**E-Mail:** [info@kalkutta.diplo.de](mailto:info@kalkutta.diplo.de).

Please note that the Consulate General will consider complete and timely applications only. Neither will confirmations of receipt be sent, nor will application documents be returned. The Consulate General will contact only those candidates who are invited to a personal interview.

Unfortunately, the Consulate General cannot reimburse travel expenses incurred in connection with the interview.

For further information about the Consulate General, please visit us at:  
[www.kalkutta.diplo.de](http://www.kalkutta.diplo.de).

Information about data privacy rights pursuant to Article 13 of the EU General Data Protection Regulation can be found at: <https://india.diplo.de/in-en/datenschutz>.