



Consulate General
of the Federal Republic of Germany
Mumbai

Mumbai, 3 January 2025

VACANCY: ASSISTANT VISA OFFICER

The Consulate General of the Federal Republic of Germany in Mumbai invites applications for the full-time position as Assistant Visa Officer (40 hours/week) with a good command of the German language (minimum B1).

Responsibilities:

- receiving, processing and filing visa applications
- checking validity and genuineness of documents submitted
- interviews and correspondence with applicants in person, in written or on the phone
- data entry in the visa software programme
- printing and sticking visas
- administrative support for the Entry Clearance Officers

Requirements:

- bachelor's degree
- proof of knowledge of the German language on a B1 level
- fluency in written and spoken English and one of the following languages: Bengali, Hindi, Gujarati, Kannada, Malayalam, Marathi, Punjabi, Tamil, Telugu, Urdu
- good computer skills and command of PC programmes
- highly organised team player
- ability to work independently and under pressure
- good interpersonal skills and ability to communicate with different people
- service-oriented behaviour and knowledge of mail/telephone etiquette
- willingness to work in a multicultural environment
- experience in Consulate work and/or secretary work would be of advantage

The Consulate General offers you a one-year contract with the possibility of renewal. The starting salary will be 68.364 INR (basic) gross per month + transport and housing allowance of 7.500 INR.

Application Deadline: 21.01.2025

Please submit your application including CV, motivation letter (including your notice period), bachelor's degree and proof of knowledge of German on a B1 level to vw-tel1@mumb.diplo.de (in one PDF document). CV and motivation letter should be in English or German.



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The Consulate General will only accept complete applications received within the given deadline. Only interesting candidates will be invited for a personal interview in January and beginning of February 2025. Travel expenses for the personal interview will not be reimbursed.

If your application is successful, you will be subject to security and medical checks prior to taking up employment. Third country nationals need to have a valid residence permit including work permit for India.

Please note that remote work and relocation allowance is not granted by the Consulate General.

Please find more information on the Consulate General [here](#).

Data protection rules according to Article 13 EU General Data Protection Regulation apply. Please find more information below.



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Information on data protection pursuant to Article 13 of the GDPR for applicants seeking employment at German missions abroad

Thank you for your interest in working at one of Germany's missions abroad. The following notice is intended to inform you about how we deal with your personal data and to fulfil our obligations under Article 13 of the GDPR.

1. Controller and Data Protection Commissioner

Under section 2 of the Foreign Service Act, the Federal Foreign Office (headquarters) and the German missions abroad form one single federal authority. Under Article 4 (7) of the GDPR, responsibility as controller for the processing of personal data lies with:

Auswärtiges Amt (Federal Foreign Office)
Werderscher Markt 1
10117 Berlin
Telephone: +49 (0)30 18 17-0 / help desk: +49 (0)30 18 17-2000
Fax: +49 (0)30 18 17-3402
[Contact the help desk](#)

The Federal Foreign Office Data Protection Commissioner can be contacted as follows:

Datenschutzbeauftragte/r des Auswärtigen Amts
Auswärtiges Amt
Werderscher Markt 1
10117 Berlin
Telephone: +49 (0)30 18 17-7099
Fax: +49 (0)30 18 17-5 7099
[Contact the Data Protection Commissioner](#)

If you have questions about data privacy, you can also get in touch with the mission's contact person for data protection matters. They can be reached as follows:

Contact Person for Data Protection Matters
Consulate General of the Federal Republic of Germany Mumbai
Hochst House, 10th Floor, 193 Backbay Reclamation, Nariman Point, Mumbai 400021
[Contact the Contact Person for Data Protection Matters](#)



2. Purpose and legal basis for the processing of data

Your personal application data will be processed solely for the purpose of recruitment for the given vacancy.

The legal basis for such processing is Article 6 (1) b of the GDPR or Article 88 of the GDPR in conjunction with section 26 of the Federal Data Protection Act or Länder-specific legislation. Your data must be processed in order for us to take decisions on the recruitment of members of staff.

Processing for any additional purposes, for example inclusion in a pool of candidates or on a list for future vacancies, only occurs with your consent pursuant to Article 6 (1) a and Article 9 (2) a of the GDPR.

3. Storage of personal data

Your personal data will be stored after the recruitment process as follows:

- as a rule for six months if you have been unsuccessful in the recruitment process;
- for up to three years, if you have consented to be included in a pool of candidates or a list for future vacancies;
- for the duration of your employment contract, if you are successful in the recruitment process.

Your personal data will be deleted upon expiry of the storage period.

4. Your rights

- a. As a data subject, you have the following rights if the relevant conditions have been met:
 - Right of access, Article 15 of the GDPR
 - Right to rectification, Article 16 of the GDPR
 - Right to erasure (right to be forgotten), Article 17 of the GDPR
 - Right to restriction of processing, Article 18 of the GDPR
 - Right to data portability, Article 20 of the GDPR
 - Right to object to processing, Article 21 of the GDPR.
- b. If the processing of your personal data is based on your consent (e.g. for inclusion in a pool of candidates), you have the right to revoke this at any time without stating the grounds. Such withdrawal of consent does not affect the lawfulness of any use based on your consent prior to its withdrawal (Article 7 (3) GDPR).
- c. You also have the right to complain to a data protection supervisory authority about our processing of your personal data (Article 77 of the GDPR). The data protection supervisory authority responsible for the Federal Foreign Office and Germany's missions abroad is the Federal Commissioner for Data Protection and Freedom of Information (Bundesbeauftragter für den Datenschutz und die Informationsfreiheit).