



Vacancy Note

The Embassy of the Federal Republic of Germany in New Delhi

is looking for an

- Assistant in the Visa Section -
from 1st April 2026

Full time, initially limited to one year with option to extend, salary according to the Embassy's current salary scheme + transport- and housing allowances

The Federal Foreign Office supports women in their professional careers and explicitly invites female candidates to apply.

Job Description

- Reception and verification of visa applications including interviews of applicants
- Data transfer into the visa database
- Verification of documents of visa applicants
- Filing and retrieval of visa applications
- General assistance in visa matters according to advice given by the Head of the Visa Section

Candidate Profile:

A successful candidate **must:**

- hold a bachelors degree
- have German Language certificates – minimum B1 Level (written, spoken & reading) from Goethe Institute, Max Mueller Bhavan, or an equivalent recognised institution; although B2 Level is highly preferred
- have fluent command of English and Hindi (written and spoken)
- have knowledge of office communication and computer applications
- have strong interpersonal and communication skills
- be organised, flexible, adaptable, reliable, resilient & efficient.



(Please address the interpersonal and other soft skills with supporting information)

The following qualities/experiences is a well-received plus:

- Knowledge of Punjabi language
- Prior professional experience in similar roles at Embassies, Consulates, or International Organisations

Submission of Application

Application with

- a CV
- one recent photograph (passport size)
- a brief letter explaining eligibility and motivation for the position
- proof of qualifications
- proof of German language competence
- proof of current/prior employment
- 2 reference letters
- proof of identity

should be forwarded to the following address (not by email) **by 12 March 2026:**

Embassy of the Federal Republic of Germany
Mrs. Anja Cyriax, Deputy Head of Administration
“Application Assistant in Visa Section”
6/50 G, Shanti Path, Chanakyapuri
New Delhi-110021.

Further Points:

- **Only complete applications will be considered**
- only applications that reach within the given deadline will be accepted
- Data protection rules according to Artikel 13 of EU-Datenschutz-Grundverordnung (DSGVO) apply
- **The interviews will be held at the end of March 2026. Only short-listed candidates will be notified.**

New Delhi, 24th February 2026