

Date: 30 September 2024



**Consulate General of India
Atlanta**

Job Vacancy

Consulate General of India, Atlanta has the following position to be filled immediately:

No. of Post	:	One
Position	:	Consular Clerk
Pay	:	Starting salary approx. \$4490/- p.m. + \$75 p.m. towards medical insurance premium
Other benefits	:	Annual leave/Medical leave.

Requirements:

- Data Entry.
- Desirable to have basic knowledge of administration and accounts related work
- Proficiency in English
- Under Graduate/Bachelor degree with sound knowledge of computers, especially MS Office.
- Good typing speed
- Minimum 1 year work experience as data entry clerk would be preferable

Eligibility Criteria:

- * Under Graduate/Bachelor degree from a recognized University/College in any discipline.
- * Applicant must have completed 18 years of age and should be below 40 years of age as on 1 October 2024.
- * Applicant must be free of any criminal records; full details of any ongoing police/court cases or judicial trials must be reported clearly in applicant's resume.

Interested candidates may send resumes along with copies of educational documents, passport, visa, work permit / EAD and recent photograph e-mail to hoc.atlanta@mea.gov.in/adm.atlanta@mea.gov.in by 10 October 2024.

Please note that the selection process will be decided by the Consulate General of India, Atlanta and its decision in the selection process will be final and binding.