

Date: 19 December 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	:	Messenger
Pay	:	Starting salary approx. \$3970/- p.m. + \$75 p.m. towards medical insurance premium
Other benefits	:	Annual leave/Medical leave.

Requirements:

- General cleanliness of office space and upkeep of office premises.
- Dispatch of correspondence to various offices.
- Physical maintenance of records/filing/record keeping.
- Assisting in office work like photocopying, sending of fax, dispatch etc.
- Assisting during various events of the Consulate.
- Serving tea/coffee to guests/visitors of the Consulate.
- Protocol duties for incoming delegations.
- Any other work assigned by the Consulate.

Eligibility Criteria:

- * High School or equivalent grade (or above) from any recognized educational institute.
- * Applicant must have completed 18 years of age and should be below 45 years of age as on 1 December 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 3 January 2025.

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.