

Date: 26 February 2024



**Consulate General of India  
Atlanta**

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**Job Vacancy**

Consulate General of India, Atlanta invites applications from suitable candidates who are either US citizens or permanent residents, residents with valid appropriate visa and valid work permit for filling up one post of contingency clerk. The post is purely **temporary** in nature.

**No. of Post** : **One**  
**Position** : **Contingency Clerk**  
**Pay** : **\$2886/- per month**

**Job Description:**

Clerical job involving issue of Consular documents and related works.

**Eligibility Criteria:**

- \* Masters/Bachelors degree in any discipline from an accredited University.
- \* Proficiency in computers, including MS Office.
- \* Good typing speed.
- \* Proficiency in English.
- \* Excellent communication and interpersonal skills.
- \* 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.

**Preferable:**

- \* Candidates with qualification in specialized fields like Business/Marketing/ Finance/Science.
- \* 1-2 years previous work experience.

**Documents to be submitted at the time of interview:**

-CV, copy of passport/work authorization, proof of educational qualification.

**Interested candidates are requested to submit a complete resume with recent photograph and all copies of supporting documents for educational qualification/ passport/ visa/work permit etc. by e-mail to [adm.atlanta@mea.gov.in](mailto:adm.atlanta@mea.gov.in), or by post to : Head of Chancery, Consulate General of India, Atlanta, 5549 Glenridge Dr, Sandy Springs, GA-30342. Last date to receive applications is 5 March 2024.**

**Please note:**

- Only candidates who are US citizens/permanent residents, or have work-permit/resident visa in compliance with local rules and regulations to work in foreign diplomatic missions will be eligible for consideration.
- Only shortlisted applicants will be contacted for interview.
- The decision of Consulate General of India, Atlanta in the selection process will be final and binding.