

**HIGH COMMISSION OF  
INDIA  
NO.3, INDIRA GANDHI  
STREET,  
MONTPARNASSE HILL,  
ENGOMI-2413  
NICOSIA  
Tel. No.00-357-2235 1170**



सत्यमेव जयते

**Fax No.00-357-2235 2062**  
**Email: [hoc.nicosia@mea.gov.in](mailto:hoc.nicosia@mea.gov.in)**

### **ADVERTISEMENT**

The **High Commission of India, Nicosia** invites applications for filling up **one post of Consular Clerk in the Mission** from Cypriot nationals or Permanent Residents with valid appropriate visa and valid work permit. The details are as follows:-

<b>Job Title</b>	Consular Clerk
<b>Vacancy</b>	One
<b>Salary</b>	Euro 1235-37-1790
<b>Work Profile</b>	<ol style="list-style-type: none"><li>1. Assisting visitors coming to the Consular Wing of the High Commission;</li><li>2. Handling consular work/services such as visa and passport, OCI Information, Attestations and other miscellaneous services;</li><li>3. Assisting in smooth and effective delivery of consular services to Indian Diaspora members and work related to Indian Community Welfare Fund;</li><li>4. General office work, filing and organising tasks;</li><li>5. Preparation of Consular reports and record keeping;</li><li>6. Translation, answering phone calls, regular correspondence with Cyprus authorities including service providers and companies on need basis, minute taking;</li><li>7. Any other duties assigned from time to time.</li></ol>

<b>Essential Qualification</b>	A University Degree or equivalent qualification in any stream; Thorough knowledge of Greek and English, both spoken and written with ability to translate and interpret from either language to the other; Proficiency in working with computer applications viz. MS Office, Powerpoint, Excel etc.; Keenness to learn and willingness to work hard.
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Short listed applicants will be called for the interview and written test. Interested candidates may send their application and bio-data in English alongwith copy of Cyprus Work/Residence permit and educational certificates to:

**Head of Chancery  
High Commission of India  
No.3, Indira Gandhi Street,  
Montparnasse Hill,  
Engomi-2413  
Nicosia  
Tel. No.00-357-2235 1170  
Fax No.00-357-2235 2062  
Email: [hoc.nicosia@mea.gov.in](mailto:hoc.nicosia@mea.gov.in)**

**NOTE :- Applications should reach the above mentioned address latest by 17 January 2022 by 1600 hrs.**