



Vacancy Note - Assistant in the Visa Section

The German Embassy announces a vacancy in the Visa Section as of **1st April 2017**.

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

The successful candidate must:

- Have 12th grade education
- Have good knowledge of office communication and computer applications
- Have a good command of English, German (minimum requirement is Max Mueller Bhavan's "Mittelstufe 2" - B 2 - or comparable level), Hindi and Punjabi
- Have good interpersonal skills
- Be organized, flexible, adaptable, reliable and efficient.

Applications

Applications with CV, 1 recent photograph, proof of qualifications, proof of identity, 2 reference letters and a brief letter explaining eligibility for the position should be forwarded to the following address by 24th February 2017:

Administrative Officer
"Application Visa Section"
Embassy of the Federal Republic of Germany
6/50 G, Shanti Path, Chanakyapuri
New Delhi-110021.

Only short-listed candidates will be notified.