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|  | Embassy of the Czech Republicin New DelhiVelvyslanectví České republikyEmbassy of the Czech Republic | 50-M, Niti Marg, Chanakyapuri, New Delhitel.: +91-11-2415 5200, fax: +91-11-2415 5270newdelhi@embassy.mzv.cz[www.mzv.cz/newdelhi](http://www.mzv.cz/newdelhi)[www.facebook.com/czech.embassy.newdelhi](http://www.facebook.com/czech.embassy.newdelhi) |

**Vacancy Notice**

**VISA Assistant (Full-Time)**

**The Embassy of the Czech Republic in New Delhi has diplomatic and consular jurisdiction for the following countries in South Asia: India, Bangladesh, Bhutan, Maldives, Nepal and Sri Lanka. Please visit our website** [**www.mzv.cz/newdelhi**](http://www.mzv.cz/newdelhi) **for more information about the Embassy of the Czech Republic in New Delhi.**

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| **Qualification:** | Graduate in any discipline, preferably with a degree in administration or communication |
| **Experience:** | * Excellent verbal and written English language skills, Hindi language communication skills
* Other language is advantage
* Proficient in Microsoft Office (Word, Excel)
 |
|  **Effective from:** | Immediate |
| **Work Hours and Days:** | 8.5 Hours per day (including half an hour lunch time), 5 days/week (flexible, based on needs) |
| **Starting Salary:** | Rs. 420,000/- per annum. Additional benefits like medical insurance and bonus will also be provided |

**Position Summary**

Reporting to the Head of the Consular Section of the Embassy, this position shall be primarily responsible for providing administrative and visa processing assistance to the decision makers of the Embassy.

 **Position Responsibilities**

**Activities Office:**

* Review of Schengen visa applications
* Case processing
* Handling enquiries regarding visa matters (via info line)
* Ensure complete documentation is provided to the decision maker
* Interviewing applicants
* General assistance in all visa related matters according to Schengen instructions
* Maintaining the archives of the VISA section
* Perform other duties as assigned from time to time by the Head of the Consular Section

**Skills Needed:**

* Excellent verbal and written English language skills, Hindi language communication skills
* Proficient in work with MS Office
* Detail-oriented and precise
* Ability to work independently and efficiently in stressful situations

**Interested candidates can send us an email with a cover letter and an updated CV.**

**Email ID: consular\_delhi@mzv.cz**

**The closing date for application is February 17, 2023**

**Note: If Embassy will select a candidate for the face-to-face interview, he/she will be informed by email. Please avoid making calls to the Embassy it’s restricted.**