



**Consulate General of India
Manchester, U.K.**

MOST IMMEDIATE

APPLICATIONS INVITED FOR MESSENGER/MULTI-TASKING STAFF

The Consulate General of India, Manchester, invites applications for the posts of "Messenger" (Office attendant-cum—Multi Tasking Staff) having an initial pay of GBP 2580/- per month which will increase on the basis of satisfactory performance after grant of annual future increment @3% of the last drawn salary on 1st July every year or on successful completion of one year of active service.

No. of Posts: One (01)

Minimum qualification required and skill set:

1. High School equivalent Grade pass..
2. Good communication skill in English.
3. Basic knowledge of Computer Skills.

Work Profile:

1. General Cleanliness and upkeep of work station and office premises.
2. Dispatch of correspondence to various offices.
3. Physical maintenance of records; carriage and delivery of documents/mail and other official equipment/goods within and outside the office premises.
4. Assisting in office work Like Photocopying, sending Fax, dispatch etc.
5. Watch and ward duties; reception hospitality for the visitors.
6. Providing support to visitors and Consulate officials, including serving tea/coffee.
7. Protocol duties for incoming delegations.
8. Assisting during various events of the Consulate, including small jobs like shifting of chairs/furniture, changing of bulbs, etc.
9. Other non-clerical official work as may be assigned from time to time by the Consulate.

Interested applicants may please send their applications and resume giving complete details including age, educational qualification, and work experience with all supporting documents (educational certificates / documents, Passport / visa / work permit / photo etc.) to admn.manchester@mea.gov.in by 10th August 2025. Applicants who are not British nationals should possess appropriate valid residence and work permits.

Shortlisted candidates shall be called for an interview, the date and venue for which will be intimated in due course of time.

Place: Manchester

Date: 29th July 2025