



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

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**MOST IMMEDIATE  
APPLICATIONS INVITED FOR CONSULAR CLERK**

The Consulate General of India, Manchester, invites applications for the posts of "**Consular Clerk**" having an initial pay of GBP 2790/- per month which will increase on the basis of satisfactory performance after grant of annual future increment @3% of the last drawn salary on 1<sup>st</sup> July every year or on successful completion of one year of active service.

**No. of Posts: Two (02).**

**Work Profile:**

- 1) Helping/ Assisting visitors coming to Consular Wing in the Consulate.
- 2) Handling consular work/services such as visa and passport, OCI information, Attestation and other miscellaneous services.
- 3) Assisting in smooth and effective delivery of consular services to Indian Diaspora members and work related to Indian Community Welfare Fund.
- 4) General office work, filing and organization tasks.
- 5) Preparation of consular reports and record keeping.
- 6) Translation, regular correspondence, minute taking and any other tasks as directed from time to time.
- 7) Any other work assigned from time to time.

**Minimum qualification required and skill set:**

- 1) Graduate from a recognized educational institution.
- 2) Attention to details and accuracy.
- 3) Candidate should possess good communication skills in English.
- 4) Knowledge of computer skills especially in MS Office, Power-point, graphics and design and Excel.
- 5) Experience: 2+ years of experience in a similar position is desirable.
- 6) Ability to multitask work, under pressure and handle even increased workload on schedule.
- 7) Dedication and flexibility, Technical understanding and service oriented.
- 8) Analytical and structured way of working with high level of reliability and proactive approach.
- 9) He/she should be able to type at good speed.
- 10) Mandatory for the applicants (who are non-UK nationals) to have a valid UK Work Permit/Visa.
- 11) Local Police Clearance Certificate.

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 [hoc.manchester@mea.gov.in](mailto:hoc.manchester@mea.gov.in) by 15 July 2025. Shortlisted candidates shall be called for a written test and interview, the date and venue for which will be intimated in due course of time.

Place: Manchester

Date: 01<sup>st</sup> July 2025

