



Consulate General of India
Guangzhou

The Consulate General of India in Guangzhou invites applications to fill 01 post of Contingency Staff (Clerk) on immediate basis till 19 Sept, 2025.

Requisite Eligibility Criteria:

- Bachelor's Degree from a recognized University.
- Proficient in using Microsoft Office/Libre Office.
- Excellent written & spoken English and Chinese and translation skills.
- Work experience in a similar position and field would be preferred.

Job Profile:

- Translating various documents from Chinese to English and vice versa.
- Coordinating with local Chinese contacts at various levels in English/Chinese.
- Knowledge of office record keeping/management, follow-up mechanism etc.
- Procurement of items for the Consulate.
- General administrative work.
- Any other duties assigned.

Pay: Approx. RMB 7,150/- including Consulate's contribution towards Social Security.

Interested Chinese candidates or candidates having work permit in China may send their latest resume (English only), color photograph and copy of ID card to hoc.guangzhou@mea.gov.in and admn1.guangzhou@mea.gov.in with the email subject: "**Application for the post of Contingency Staff (Clerk)**". Physical copies may also be sent to the Head of Chancery, Consulate General of India, Guangzhou at 14th Floor, HNA Tower, No. 08, Linhe Zhong Road, Tianhe District, Guangzhou (510610). Last date of receipt of email as well as physical copy will be 04th April, 2025.

印度驻广州总领事馆现邀请申请填补 1 个应急职员（文员）职位，任期至 2025 年 9 月 19 日。

应聘资格要求：

- 1.拥有正规大学颁发的学士学位。
- 2.熟练使用 Microsoft Office/Libre Office 办公软件。
- 3.具备良好的英语和中文书面及口头表达能力，以及翻译能力。
- 4.具有相似职位及领域工作经验者优先考虑。

岗位职责：

- 1.负责中文与英文之间的各类文件翻译工作。
- 2.以英语/中文与各级本地中方联系人进行协调沟通。
- 3.熟悉办公室档案管理/管理、跟进机制等。
- 4.负责领事馆所需物品的采购。
- 5.执行一般行政工作。
- 6.完成分配的其他任务。

薪资待遇：

约 7150 元人民币（包括领事馆的社会保障缴款）。

应聘方式：

有意应聘的中国籍候选人或持有中国工作许可的候选人，请将您的最新简历（仅英文）、彩色照片及身份证复印件发送至以下邮箱地址：hoc.guangzhou@mea.gov.in 和 adm1.guangzhou@mea.gov.in，邮件主题请注明：“**Application for the post of Contingency Staff (Clerk)**”。同时，您也可以将上述材料的纸质版邮寄至印度驻广州总领事馆，地址为：广州市天河区林和中路 08 号海航大厦 14 楼（邮编：510610），收件人为总领事馆首席长官。

截止日期：

电子邮箱及纸质版材料的接收截止日期为 2025 年 4 月 4 日。