

**Embassy of India
Oslo**

Vacancy of a Cultural Clerk cum Typist in the Embassy of India, Oslo

The Embassy of India, Oslo invites applications from suitable candidates for the full-time position of Cultural Clerk cum Typist in the Embassy. The successful candidate will be appointed at a starting gross salary of NOK 21,175/- (NOK Twenty One Thousand One Hundred Seventy Five only) per month. The remuneration package will include statutory leave and other benefits.

The successful candidate will assist other Embassy officials in:

- i). Carrying out tasks related to Cultural related work
- ii). Any other tasks as directed from time to time

Candidate fulfilling the following requirements are welcome to apply.

- i). Educational Qualifications: Minimum Bachelor's degree in any stream or equivalent vocational training and work experience. Preference will be given to candidates with degree in technical skills.
- ii). Language Proficiency: Native or equivalent Norwegian speaker. Excellent English skills- both written and spoken.
- iii). Residence Status: The candidates should possess both Work Permit and Residence Visa
- iv). Computer skills: MS office and good IT skills. In-depth knowledge and understanding of computer hardware and software.
- v). Experience: 1 or 2 years of work experience in any office
- vi). Abilities: Demonstrates a technical bent of mind. Intercultural competence & Pro-active approach. Strong management capability to prioritize and deal with multiple tasks.

Last date of application: 03 July, 2020

Method of submitting application:

E-mail or by post

Email: admn.oslo@mea.gov.in

Subject: Application for the Post of Cultural Clerk cum Typist in the Embassy of India, Oslo

Postal Address: Head of Chancery, Embassy of India, Niels Juels Gate 30,
0272, Oslo Norway.
