15.03.2022

Embassy of India
Oslo

Vacancy of a Consular Assistant in the Embassy of India, Oslo

The Embassy of India, Oslo invites applications from suitable candidates for the full-time permanent position of Consular Assistant in the Embassy.

1. Job Description:

i). Handling front desk dealing with public in the consular reception
ii). Attending to Consular/Visa queries received in the Embassy
iii). Processing Consular applications received in the Embassy.
iv). Any other tasks as directed from time to time.

2. Candidate fulfilling the following requirements are welcome to apply

Education Qualification:

- Bachelor degree holder; Work experience preferable in public dealing.

Language Proficiency:

- Good proficiency in Norwegian language, excellent English skills

Abilities:

- Strong management capability to prioritize and deal with multiple tasks.

3. Monthly Salary and other benefits:

i). Monthly Salary – **NOK 25,200/-**, with an annual increment of NOK 756/-

ii). Annual bonus equivalent to one month's salary

iii). The remuneration package will include statutory leave and other benefits include payments of contribution towards **National Insurance Scheme (NIS) and Pension Insurance Scheme (PIS)** – Employer Social Security Contribution, as per the law.

4. Local Work Permit and Residence Visa:

The candidates should possess both Work Permit and Residence Visa.

5. Last date of application: April 03 , 2022

6. Method of submitting application:

E-mail or by post
Email: accts.oslo@mea.gov.in
Subject: Application for the Post of Consular Assistant in the Embassy of India, Oslo
Postal Address: Head of Chancery, Embassy of India, Niels Juels Gate 30,
0272, Oslo Norway.