

**Embassy of India  
Oslo**

**Vacancy of a Administrative Clerk in the Embassy of India, Oslo**

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

**1. Job Description:**

- i). Carrying out tasks related to Administration and finance, and other related works.
- ii). Other tasks as directed.

**2. Candidate fulfilling the following requirements are welcome to apply**

**Education Qualification:**

- Bachelor degree holder preferably with administration and financial background; Higher qualification preferable; Work experience preferable in social/public outreach activities

**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

**4. Local Work Permit and Residence Visa:**

The candidates should possess both Work Permit and Residence Visa.

**5. Last date of application: 25<sup>th</sup> July 2023**

**6. Method of submitting application:**

E-mail or by post

Email: [admn.oslo@mea.gov.in](mailto:admn.oslo@mea.gov.in)

Subject: Application for the Post of Administrative Clerk in the Embassy of India, Oslo  
Postal Address: Head of Chancery, Embassy of India, Niels Juels Gate 30,  
0272, Oslo Norway.

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