

Embassy of India

Oslo

Date: 10.01.2024

Vacancy of Community Welfare Clerk in the Embassy of India, Oslo

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

1. Job Description:

Looking for a dynamic and efficient candidate who will be able to undertake the following tasks as Community Welfare Clerk:

- i) Undertake various tasks such as liaising with Ministries/Departments of the Norwegian government, cultural and social groups and matters related to community affairs,
- (ii) Protocol service,
- (iii) Other tasks as directed.

2. Candidate fulfilling the following requirements are welcome to apply

Education Qualification:

- Bachelor degree holder; Higher qualification preferable; Work experience preferable in social/public outreach activities.
- Computer Skills: Proficient in Microsoft office-based applications.

Language Proficiency:

- Good proficiency in Norwegian language, excellent English skills.

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). Contribution towards Insurance Scheme.
- iv). The remuneration package will include statutory leave of 21 days.

4. Local Work Permit and Residence Visa:

The candidates should either be a Norwegian National or should possess valid Work Permit and Residence Visa.

5. Last date of application: 31st January 2024

6. Method of submitting application: E-mail or by post.

Email: attadmn.oslo@mea.gov.in

Subject: Application for the Post of Community Welfare Clerk in the Embassy of India, Oslo

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