



**EMBASSY OF INDIA  
BUCHAREST**

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**JOB VACANCY FOR THE POST OF CLERK**

The Embassy of India in Bucharest invites applications for the position of Clerk

**Job description, responsibilities and duties:**

- Handling correspondence, including drafting letters, sending and receiving emails and making phone calls.
- Liaise with Romanian authorities and organizations.
- Independently coordinate and organize events.
- Interact with visitors, clients, or other individuals to provide information, answer queries, or resolve issues.
- Data entry and maintaining records of various types.
- Organizing and maintaining records, files, and other documents.
- Arrange meetings and appointments and prepare record of discussions.
- Any other task as assigned by the Embassy.

**Minimum qualifications:**

University degree in any discipline

**Employee perks and benefits:**

Starting pay will be Euro 1400 (with Annual Bonus, annual increment, and contribution to Social Security Insurance benefits).

**Personality requirements and skills:**

- Fluency (both oral and written) in English and Romanian
- Good administrative, organizational and time management abilities.
- Good communication skills.
- Good computer skills (MS Office, email, Facebook, Twitter etc.)
- Preferably a minimum of two years of related experience.
- Cordial and polite in dealing with visitors and willing to learn and develop new skills.
- Hardworking and able to solve problems independently.

**Selection process:**

Candidates fulfilling the eligibility criteria will be called for a written test. Short-listed candidates will be called for interviews.

**How to Apply**

Interested candidates may submit their application **in English**, including:

- Curriculum Vitae (CV)
- Details of educational qualifications (with English translations, where applicable)
- Work experience (if any)
- Visa/residence status in case of non-Romanian
- Contact address, email, and telephone number

Applications should reach the Embassy **on or before 1 December 2025** to:

Attaché (Administration)  
Embassy of India  
46 Boulevard Aviatorilor, Sector 1  
011864 Bucharest, Romania  
Email: [admn.bucharest@mea.gov.in](mailto:admn.bucharest@mea.gov.in)  
Phone: +40 372 147 431/32