



**EMBASSY OF INDIA
BUCHAREST**

JOB VACANCY FOR THE POST OF CLERK-CUM-TYPIST

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

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 Gross per month (with Annual Bonus, annual increment, and contribution to Social Security Insurance benefits).

Personality requirements and skills:

- Fluency in English and Romanian (both oral and written)
- 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 16 February 2026** to:

Attaché (Administration)
Embassy of India
46 Boulevard Aviatorilor, Sector 1
011864 Bucharest, Romania
Email: admn.bucharest@mea.gov.in
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