



**Consulate General of India
Hong Kong**

VACANCY NOTICE

Applications are invited for the following vacancy:

Job Title: Messenger/ Office Attendant

Address: 16/F , United Centre, 95 Queensway, Admiralty, Hong Kong.

Responsibility/ Nature of Work:

1. Distribution of dak / files/ letters within office and outside.
2. Prepare and collect dak / letters for post office.
3. Faxing/Photocopying/Distributing letters/papers etc.
4. Serving tea/coffee/water and any other ad-hoc work assigned.
5. Help in arrangement of furniture for official functions/movement of books, small boxes, bags etc. for official purposes.

Desired Qualification:

1. Working Knowledge of English language.
2. Preferably in the age group of 20-35 years.

Terms: Salary starting from Hong Kong Dollar 9000 (Pay scale of Hong Kong Dollar 9000-270-13050-392-19970- 509- 22060) with Yearly Bonus and Mandatory Provident Fund, (MPF). Office timings are 09.00 a.m. to 05.30 p.m. from Monday to Friday (Lunch break 01.00 p.m. - 01.30 p.m.)

Interested applicants should have Hong Kong Permanent ID or valid visa/permission to work in Hong Kong. Applications can be sent to the Head of Chancery alongwith bio-data and a copy of valid Hong Kong ID/Resident visa by 07th March 2023 at fax No. 2865 4617 or E-mail at admin.hongkong@mea.gov.in For any clarification, applicant may call on telephone No. 39709933.

Renjina
17/02/2023

(Renjina Mary Varghese)
Consul (Head of Chancery)
Date : 17.02.2023