

**Consulate General of India
Hong Kong**

VACANCY NOTICE

Applications are invited for the following vacancy:

Job Title: Messenger/ Office Attendant (**No. of Vacancies- 02**)

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

Responsibility/ Nature of Work:

1. Distribution of dak / files/ letters within the office and outside.
2. Prepare and collect dak / letters for the 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. Basic understanding of English language is preferable.
2. Preferably under 50 years old.

Terms:

Starting salary is HKD 9000 with additional benefits like monthly allowance for cost of living, annual increments, Yearly Bonus, Mandatory Provident Fund (MPF), 21 Annual Leaves and 30 Sick Leaves per year. 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 along with bio-data and a copy of valid Hong Kong ID/Resident visa by 30th April, 2024 by E-mail at admin.hongkong@mea.gov.in, by post or by hand at Unit A, 16/F , United Centre, 95 Queensway, Admiralty, Hong Kong. For any clarification, applicants may call on telephone No. 39709926.



(Renjina Mary Varghese)
Consul (Head of Chancery)
Date : 15.04.2024