

**Embassy of India
Washington DC**

JOB VACANCY

The Embassy of India, Washington DC invites applications for the following position from the interested applicants who are **US citizens / permanent residents**.

Assistant (01)

Required qualifications and skill set:

- Bachelor's degree from an accredited University, with Master's preferable;
- Previous administrative experience or executive support in structured environments; preferably with government systems and databases; preferably 5 + years;
- Excellent written and verbal communication skills; social media skills;
- Ability to gather, integrate, and analyze complex data;
- Compile data and preparation of periodic reports;
- Sound knowledge of computer skills, especially MS Office;
- Proficiency in English language;
- Basic knowledge of administration and accounts related work;

Work Profile:

- To provide high-level administrative and operational support in a government environment;
- Prepare, review and format official / executive documents, briefings, talking points and presentation materials;
- To assist in various Consular related services viz. Passport, Visa, OCI cards etc.;
- To liaise with the local government offices/OFM with regard to various services viz. booking of public parks, issuance of diplomatic Identity cards, driving licenses, SSN, Tax exemption cards etc.;
- To assist with Embassy events and visits of delegations including protocol duties at airport as and when required;
- Any other work assigned from time to time.

Salary and Benefits:

- Annual Pay: US\$ 69,684/- (to be paid on monthly basis)
- Health insurance: Up to US\$ 75 per month reimbursement towards medical insurance premium.
- Annual leave & Sick leave [paid time off]: As per extant leave policy of the Embassy.

Interested candidates may send applications along with all supporting documents (Comprehensive CV, educational certificates/documents, Passport/Visa/Work permit etc.) to

attadmn.washington@mea.gov.in

or

2107 Massachusetts Avenue, NW

Washington, DC- 20008

Latest by Friday, September 25, 2026 (1800 hrs.)

Senior Clerk (01)

Required qualifications and skill set:

- Bachelor's degree from an accredited University;
- Previous experience of clerical / administrative work, preferably 3 + years
- Excellent written and verbal communication skills; social media skills;
- Compile data and preparation of periodic reports;
- Sound knowledge of computer skills, especially MS Office;
- Proficiency in English language;
- Basic knowledge of administration and accounts related work;

Work Profile:

- Handling of various administrative and accounts related work viz. maintaining files, initiate proposals, processing of bills for settlement, preparation of salary and other vouchers etc.;
- Coordinate meetings, travel itineraries, events and management;
- Maintain physical files / records; retrieval, tracking, distributing etc.
- Monitoring and processing email communications and to route appropriately;
- To assist in various Consular related services viz. Passport, Visa, OCI cards etc.;
- To liaise with the local government offices/OFM with regard to various services viz. booking of public parks, issuance of diplomatic Identity cards, driving licenses, SSN, Tax exemption cards etc.;
- To assist with Embassy events and visits of delegations including protocol duties at airport as and when required;
- Any other work assigned from time to time.

Salary and Benefits:

- Annual Pay: US\$ 62,052/- (to be paid on monthly basis)
- Health insurance: Up to US\$ 75 per month reimbursement towards medical insurance premium.
- Annual leave & Sick leave [paid time off]: As per extant leave policy of the Embassy.

Interested candidates may send applications along with all supporting documents (Comprehensive CV, educational certificates/documents, Passport/Visa/Work permit etc.) to

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Junior Clerk (02)

Required qualifications and skill set:

- Bachelor's degree from an accredited University;
- Sound knowledge of computer skills, especially MS Office;
- Proficiency in English language;
- Basic knowledge of administration and accounts related work;
- Good writing, communication skills and social media skills.

Work Profile:

- Provide clerical desk coverage, answer phones, monitoring email communications, maintain files / papers etc.
- Support meeting logistics, scheduling agendas, note-taking, follow up etc.;
- Track office supplies, assets and property inventory, documentation etc;
- Handling of various administrative and accounts related work viz. maintaining files, initiate proposals, processing of bills for settlement, preparation of salary and other vouchers etc.;
- To assist in Consular related various services viz. Passport, Visa, OCI cards etc.;
- To liaise with the local government offices/OFM with regard to various services viz. booking of public parks, issuance of diplomatic Identity cards, driving licenses, SSN, Tax exemption cards etc.;
- To assist with Embassy events and visits of delegations including protocol duties at airport as and when required;
- Any other work assigned from time to time.

Salary and Benefits

- Annual Pay: US\$ 55,056/- (to be paid in equal monthly installments)
- Health insurance: Upto US\$ 75 per month reimbursement towards medical insurance premium.
- Annual leave & Sick leave [paid time off]: As per extant leave policy of the Embassy.

Interested candidates may send applications along with all supporting documents (Comprehensive CV, educational certificates/documents, Passport/Visa/Work permit etc.) to

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Chauffeur (01)

Required qualifications and skill set:

- Grade 12 or above;
- Valid driver's license with experience of at least 6 years of driving skills, preferably having 3-year work-experience as a driver;
- Good verbal communication skills in English.
- Willingness to work at odd working hours and on weekends/ holidays.

Work Profile

- To drive official vehicle to various destinations within and outside DC;
- To maintain logbook of the vehicle allotted;
- To maintain and keep allotted vehicles tidy and clean;
- Any other work assigned from time to time.

Salary and Benefits

- Annual Pay: US\$ 62,052/- (to be paid in equal monthly installments)
- Health insurance: Up to US\$ 75 per month reimbursement towards medical insurance premium.
- Annual leave & Sick leave [paid time off]: As per extant leave policy of the Embassy

Interested candidates may send applications along with all supporting documents (Comprehensive CV, educational certificates/documents, Passport/Visa/Work permit etc.) to

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Office Assistant/Messenger (01)

Required qualifications and skill set:

- High School or equivalent grade pass;
- Good verbal communication skills in English;
- Basic knowledge of computer (Word, Excel etc.);
- Willingness to perform outdoor work, including beyond regular office hours.

Work Profile

- General cleanliness and upkeep of work station and office premises.
- Despatch of correspondence to various offices within and outside the building.
- Physical maintenance of records.
- Assisting in routine office work like Photocopying, sending of fax diary, dispatch, etc.
- Assisting during various events.
- Any other work, if assigned.

Salary and Benefits:

- Annual Pay: US\$ 48,696/- (to be paid in equal monthly installments)
- Health insurance: Up to US\$ 75 per month reimbursement towards medical insurance premium.
- Annual leave & Sick leave [paid time off]: As per extant leave policy of the Embassy

Interested candidates may send applications along with all supporting documents (Comprehensive CV, educational certificates/documents, Passport/Visa/Work permit etc.) to

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