



EMBASSY OF INDIA
CASILLA 10433
ALCANTARA 971, LAS CONDES
SANTIAGO-CHILE
Tel: 00-562-2228-4141
Fax: 00-562-2321-7217
Email: hoc.santiago@mea.gov.in

ADVERTISEMENT

The Embassy of India in Santiago invites applications for filling up One post of Messenger in the Mission from Chilean citizens or Permanent Residents with valid appropriate visa and valid work permit. The Details are as follows:-

Job Title	Messenger
Vacancy	One (01)
Age	Upto 35 years as on 26.08.2022
Salary	USD 585.00 per month (Basic Pay) + COLA 17.86 % of Basic Pay + Health/ Accident/ Unemployment Insurance + AFP as per the applicable rates towards Employer's share.
Work Profile	<ol style="list-style-type: none">1. Feeding of data in the computer and attending e-mails.2. Maintenance of office records.3. Dispatch and collection of official mail/post.4. Collecting/Delivering miscellaneous items from/to Embassy.5. General office work, filing and organisation work.6. Ability to undertake desk as well as other work requiring physical movement.7. Any other work as directed from time to time.
Essential Qualification	<ul style="list-style-type: none">• 10th Grade/Matriculation• Proficiency in English and Spanish languages (both written and spoken),• Computer Skills – Knowledge of Microsoft Word, Excel etc.

Short listed applicants will be called for skill test for language and the interview. Interested candidates may send their application and bio-data in English along-with copy of Chilean Work/ Residence Permit and Educational Certificates to:

Head of Chancery
Embassy of India
ALCANTARA 971, LAS CONDES
SANTIAGO-CHILE
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Email: hoc.santiago@mea.gov.in / admn1.santiago@mea.gov.in

NOTE:- Applications should reach the above mentioned address latest by 26th August 2022 by 18:00 hrs.