



*Royal Thai Consulate-General,
Chennai*

ANNOUNCEMENT

NO. 7/2026

Vacancy for Consular Assistant

The Royal Thai Consulate-General, Chennai, whose consular jurisdiction covers the states of Tamil Nadu, Andra Pradesh, Telangana, Karnataka, and Kerala, and the Union Territory of Puducherry, is currently seeking eligible and qualified candidate for the position of “Consular Assistant”. The details are as follows:

Tasks/Responsibilities:

- Carry out relevant administrative duties as assigned, such as operating phone/fax machines, managing front desk, registering incoming and outgoing mails (including electronic mails), drafting correspondence notes, conducting preliminary translations work and etc.
- Carry out consular tasks as required.
- Carry out secretarial duties such as management of schedules and appointments, reserving flights and hotels, drafting itineraries and etc.
- Other tasks as required.

Job Qualifications:

- Minimum bachelor's degree
- Excellent computer skills or have experienced/well-trained in Microsoft related programs including Word, Excel, and PowerPoint.
- Excellent command of written and spoken English/Tamil (proficiency in Thai language will be a plus)
- Ability to work under pressure and manage multiple tasks
- High level of adaptability and punctuality
- Good team player and good interpersonal skills

Salary INR 24,000.-/ Month

Required documents for application:

- Curriculum Vitae with the detailed contact information and an attached current photo (within the past 6 months)
- One copy of Aadhaar card or Passport
- Additional supporting documents; e.g. academic certificates/transcript, language test scores, letter of recommendation from previous employer(s) etc.

Submission of application:

- Applicant must merge all of the aforementioned required documents in one PDF format and save it under the following name:
“Applicant’s First Name and Last Name_Application”. For example, John Smith_Application) Please submit an application through email with the following heading: “Application for Consular Assistant” to the following email address: consular.cnn@mfa.go.th

Deadline for submission is 5 October 2026, 17.00 hrs (Indian Time)

Remarks and Timeline

- Only complete applications that duly comply with the application guidelines will be considered. Late applications will not be accepted.
- Final offer of employment is subject to medical and security clearances.

Royal Thai Consulate-General.
Chennai.

25 September 2026

