



Announcement of the Royal Thai Consulate-General, Mumbai
Subject: Job opening for a locally-recruited staff
for the position of Consular Assistant (1-year Contract)

The Royal Thai Consulate in Mumbai is seeking eligible and qualified candidates for the position of **Consular Assistant (1-year Contract)**. Interested candidates are invited to submit their application by e-mail to **rtcgmubd@gmail.com** between **8-22 September 2025**. Details are as follows:

Position Details:

Duration: 1 October 2025 - 30 September 2026 (3-month probation)
Salary: INR 25,000.00 per month
Work hours: Full-time (Monday-Friday); 40 hours/week

Qualifications:

- Bachelor's degree or higher from a recognised university
- Must be fluent in English (speak, read, write)
- Able to operate basic office computer programs (i.e. Microsoft Office)
- Familiarity with sources of reliable data and social media platforms
- Service-oriented mindset, positive attitude, and ability to work well in a team

Required documents:

- Cover letter (not more than 300 words) and Curriculum Vitae in English, including names and contact information of at least two references from previous work experience
- Copy of degree certificate of higher education with transcript
- Copy of Aadhaar Card and/or Passport
- One passport-size photograph
- Successful candidate will be required to provide a Criminal Record Check

Selection Process:

- Shortlisted candidates will be contacted for an in-person written assessment and interview on 23 September 2025
- False or fraudulent information on or attached to the application may result in being eliminated from consideration, or being terminated after being awarded the position

Announced on 8 September 2025

A blue ink signature of Donnawit Poolsawat, written in a cursive style.

(Donnawit Poolsawat)
Consul-General