

No. 2/2565



Royal Thai Consulate-General  
18-B Mandeville Gardens  
Ballygunge Kolkata – 700 019

## **ANNOUNCEMENT**

### **Sub: Recruitment for Clerk (Administrative Position)**

The Royal Thai Consulate-General, Kolkata, is calling for recruitment of suitable candidates **for Clerk (Administrative Position)**.

**Salary: 17,402 Indian Rupees**

### **Qualifications for Clerk (Administrative Position)**

- Bachelor's degree or equivalent from recognized university;
- Good command of English, Hindi and Bengali languages;
- Proficiency in relevant computer programs and Microsoft Office (Words/Excel/Power Point);
- Openness to learning and acquiring new skills as per office's need, such as multi-media skills (photography, video editing, etc.);
- High degrees of multi-tasking capability;
- Have a positive attitude to work as a team, responsible and dedicated to the government work and professionalism with service-minded attitude;
- Adaptability to changes, ability to work in different organizational cultures and people;
- Ability to work under pressure with positive and constructive attitude;
- Related working experience will be taken into consideration;

### **Responsibilities for the position**

- Clerical and administrative support
- Coordinate various activities to support works of the Royal Thai Consulate-General
- Project assistance
- Other job-related duties as assigned

**/Submission of application ...**

**Submission of application and recruitment examination**

- Submit the application (with CV, academic record such as transcript, ID card or passport and a passport size photo) by 6 May 2022 via email to [thaiconsulate.ccu@mfa.go.th](mailto:thaiconsulate.ccu@mfa.go.th) or by post to the following address: Royal Thai Consulate-General, Kolkata, 18-B, Mandeville Gardens, Ballygunge, Kolkata – 700 019

**Recruitment procedure**

- After document screening, a list of eligible candidates to take a written examination and an interview will be announced via

<https://kolkata.thaiembassy.org/en/> on 9 May 2022

- The written examination and interview will be conducted on 11 May 2022 from 09.30 – 16.30 hrs.

- The name of successful candidate will be announced on 18 May 2022. The start of employment will be on 1 June 2022.

Royal Thai Consulate-General,  
Kolkata

25 April B.E. 2565 (2022)

