

No. 19301/348



Royal Thai Consulate-General
1858/1, Acropolis Business Towers,
Unit 20/2, 19th Floor, Rajdanga Main Rd,
Kolkata, West Bengal 700107

ANNOUNCEMENT

Recruitment for Consul's Assistant

The Royal Thai Consulate-General, Kolkata, is seeking qualified candidates for the position of **Consul's Assistant**.

Salary: ₹ 34,000 per month

Employment Term: from 15 December 2025 to 30 September 2026, with an option for renewal based on performance assessment.

Qualifications for the Consul's Assistant

- A Bachelor's degree or equivalent from a recognized university
- Proficiency in English, Hindi and Bengali (knowledge of additional languages will be an advantage).
- Strong skills in Microsoft Office (Word, Excel, PowerPoint) and other relevant computer programs.
- A willingness to learn new skills as needed by the Office, including multimedia skills (photography, video editing, infographic design, etc.).
- Strong multi-tasking abilities and a proactive approach to problem-solving.
- A positive, team-oriented attitude, with dedication to professionalism and service.
- Adaptability to change and the ability to work effectively in diverse organizational settings.
- The ability to work under pressure while maintaining a positive and constructive attitude.
- Relevant work experience will be considered an asset.

Key Responsibilities

- Provide administrative and consular support.
- Coordinate activities to assist the work of the Royal Thai Consulate-General.
- Assist with various projects.
- Perform other job-related tasks as assigned.

Application Submission and Recruitment Process

Deadline for submission: 1 December 2025

Please submit your application, including a CV and a recent passport-sized photograph, by email to: thaiconsulate.ccu@mfa.go.th

Or by post to: **The Royal Thai Consulate-General**
1858/1, Acropolis Business Towers, Unit 20/2, 19th Floor
Rajdanga Main Road, Kolkata, West Bengal 700107

Recruitment Timeline

- **Document Screening & Eligibility List:** Candidates shortlisted for the interview will be announced on 5 December 2025 on our official website:
<https://kolkata.thaiembassy.org/en/>
- **Interview Date:** 9 December 2025, from 10:30 - 12:30 hrs.
- **Announcement of Successful Candidate:** 12 December 2025
- **Start Date:** 15 December 2025

Required Documents

- Completed Application Form
- Curriculum Vitae (CV)
- Copy of Identity Card
- Copy of Passport (including the photograph)
- Academic Transcript

Selection Criteria

Candidates will be selected based on their interview performance and overall suitability for the position. If multiple candidates are deemed suitable, the one with the highest score will be selected. Other qualified candidates will be placed on a waiting list for up to six months.

Contract and Employment Terms

The selected candidate will sign an employment contract with the Royal Thai Consulate-General in accordance with Thailand's Public Procurement and Supplies Administration Act, B.E. 2560 (2017). The employment period is from 15 December 2025 to 30 September 2026, with an option for renewal based on performance assessment.

Royal Thai Consulate-General,
Kolkata
20 November B.E. 2568 (2025)

