



## **ANNOUNCEMENT**

### **VACANCY FOR CONTRACT CONSULAR ASSISTANT**

The Royal Thai Embassy will recruit a suitable candidate for the position of **Consular Assistant**.

**Application Date:** 20 - 30 September 2023

#### **Job Description**

- Provision of passport and consular advice and assistance to Thai citizens in India;
- Provision of consular assistance to Thai citizens affected by critical incidents;
- Effective liaison with local authorities, and government agencies in relation to consular issues;
- Provision of statistical information on monthly passport and visa statistics and other consular statistics;
- Provision of information on visa-related issues for Indian and foreign nationals; and other works as assigned.
- Basic monthly salary is INR 5x,xxx.

#### **Qualifications required for Consular Assistant**

- Bachelor's degree at minimum from a recognized university in any field;
- Excellent command of English and Hindi Languages (Speaking/Reading/Writing)
- Related working experience and ability in Thai language will be preferable.

#### **Competencies for the position**

- Proficiency in the use of Microsoft Office and other information technology systems;
- Experiences in coordinating with Indian and relevant Government agencies, consular and passport policies and processes;
- Ability to work under pressure with a positive and constructive attitude;
- Service-oriented mindset and positive attitude toward teamwork and willingness to contribute.

- Ability to work in a client-service environment with excellent communication skills and possess a strong understanding (and experiences) of consular services.

### **How to apply**

- Submit the following required documents:
  1. Cover letter (not more than 300 words);
  2. Curriculum Vitae with passport size photograph;
  3. Degree certificate of higher education with transcript;
  4. Copy of Aadhaar Card or Passport;
  5. Additional supporting documentation to the abovementioned requirements e.g. language test scores, and letter of recommendation etc.
- Send the application by email written its heading as “Application for Consular Assistant” to **consular.del@mfa.go.th**.

### **Selection process**

- Applicants will be initially screened and considered based on documents submitted. Applicants must fulfill minimum qualification required in each criterion. Failure to demonstrate eligibility will result in the application being marked as unqualified.
- Shortlisted candidate(s) will be invited for an interview. Interview date for the shortlisted applicants will be later announced.
- Successful candidate will be selected based on his/her interview and performance, as well as other qualifications such as work experience, knowledge, skills and ability, and reference checks.

**Remarks** : - Late application will not be accepted.

- The applicant who submits false or fraudulent information will be eliminated from consideration of this position or his/her position will be terminated afterward.

Royal Thai Embassy,  
New Delhi  
20 September B.E. 2566 (2023)

