

**EMBASSY OF INDIA**  
**BEIJING**

**ADVERTISEMENT**

The Embassy of India in Beijing is inviting applications from qualified candidates for the post of Messenger in Embassy of India, Beijing:

<b>Post and Salary</b>	<b>Qualification Criteria</b>	<b>Preferential Criteria</b>	<b>Job Profile</b>
<ul style="list-style-type: none"><li>• Messenger</li></ul> <p><b>Salary: RMB 7000 (Approx) (excluding Employer's Social Security Contribution)</b></p>	<ul style="list-style-type: none"><li>• High School Degree.</li><li>• Age: 20-50 years</li><li>• Good in reading/writing/speaking Mandarin Chinese.</li></ul>	<ul style="list-style-type: none"><li>• Basic Knowledge of English/Hindi</li><li>• Person must have driving capabilities for 2 wheelers (Preference will be given to those who have driving license of 4 wheelers)</li><li>• Work experience</li><li>• Ability to operate basic Audio-Video equipment.</li></ul>	<ol style="list-style-type: none"><li>1. <b>Document Delivery:</b> Transporting official documents, letters and packages between the Embassy and other local government offices, institutions, and diplomatic missions.</li><li>2. <b>Office Errands:</b> Running various errands such as picking up supplies, distributing internal mail, delivering messages or invitations to local contacts, and helping with shifting office furniture and equipment.</li><li>3. <b>Protocol:</b> Providing protocol assistance, including at the Airport as required.</li><li>4. <b>Assistance with Consular work:</b> Helping consular or administrative staff by carrying out light tasks and assisting with external appointments.</li><li>5. <b>Managing mail:</b> Sorting incoming and outgoing mails, ensuring timely dispatch, and handling courier services.</li><li>6. <b>Support during official events:</b> Assisting during Embassy events, such as distributing invitations or providing logistical support; Catering skills such as serving tea/coffee for visitors.</li><li>7. <b>Translation and Liaison:</b> Acting as a liaison between the embassy and local vendors, sometimes providing basic translation services.</li><li>8. <b>Administrative support:</b> Providing general assistance to the embassy staff, helping with photocopying, filing, and other tasks.</li><li>9. <b>Local knowledge:</b> Utilizing knowledge of the local area to navigate between locations and carrying out purchases from the local market.</li></ol>

The applications may be sent via **E-mail/courier** with latest resume and photograph to the Head of Chancery, Embassy of India, No. 5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing-100600. Application should reach by 08<sup>th</sup> November, 2024.

Please contact:      TEL: +86 10 85312552;  
   Fax: +86 10 85312574  
E-mail: [admn1.beijing@mea.gov.in](mailto:admn1.beijing@mea.gov.in)  
   [ssadmn.beijing@mea.gov.in](mailto:ssadmn.beijing@mea.gov.in)

**印度共和国驻华大使馆  
招聘启事**

印度驻北京大使馆邀请符合条件的申请人申请印度大使馆信使一职,招聘信息如下:

实际薪酬	任职条件	加分项	岗位职责
<b>职位名称: 信使</b>  <b>实际薪资: RMB 7000(等于约) (不含社保)</b>	<ul style="list-style-type: none"><li>• 高中学历</li><li>• 年龄 20-50</li><li>• 良好的中英文阅读和交流能力</li></ul>	<ul style="list-style-type: none"><li>• 基础知识英语/印地语</li><li>• 申请者必须会骑两轮电动车 (优先考虑那些驱动四轮车牌照)</li><li>• 工作经验</li><li>• 能够操作基本的音频视频设备。</li></ul>	<ul style="list-style-type: none"><li>• 文件递送: 运输官方文件、信件大使馆和其他地方政府办公室、机构和外交使团之间的包裹。</li><li>• 办公室杂务: 处理各种事务, 如取用品、分发内部邮件、向当地联系人派送信件或邀请信, 以及搬运办公家具和相关设备。</li><li>• 礼宾: 提供礼宾协助, 包括根据需要在机场提供礼宾协助。</li><li>• 协助领事工作: 通过执行简单任务和协助外部预约来协助领事或行政人员。</li><li>• 管理邮件: 整理收发邮件, 确保及时发送, 处理快递服务。</li><li>• 官方活动期间的支持: 在大使馆活动期间提供协助, 如分发邀请函或提供后勤支持; 如为访客提供茶/咖啡。</li><li>• 翻译和联络: 作为大使馆和当地供应商之间的联络人, 有时提供基本的翻译服务。</li><li>• 行政支持: 为大使馆工作人员提供一般协助, 帮助完成复印、归档和其他任务。</li><li>• 当地知识: 利用本地地理知识在不同地点之间导航, 并进行基本的采购工作。</li></ul>

应聘者请将带有照片的最新简历发送至: 北京市朝阳区亮马桥北街 5 号 印度驻华大使馆 办公室 邮编: 100600  
简历接收截止日期为 2024 年 11 月 08 日。

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