



सत्यमेव जयते

**Consulate General of India**

**Ho Chi Minh City**

**Employment Opportunity**

**Vacancy for the post of Cultural / Information Assistant**

**Announcement number:** HCM/579/03/2022 dated 10.10.2022

The Consulate General of India in Ho Chi Minh City is seeking applications from qualified candidates for the position of Cultural / Information Assistant.

**Job Profile:**

- Responding to inquiries and communicating with cultural organizations
- Creating awareness of Indian culture
- Handling social media platforms for dissemination of information etc.
- Providing assistance in planning and hosting cultural events

**Working Hours:** Full time 09:00 to 17:30 (with half hour lunch break), Monday to Friday, except Consulate holidays. The Cultural / Information Assistant may also be asked to work after office hours or on weekends, in order to assist with the hosting of cultural events etc.

**Age Criteria:** Between 25-40 years

**Salary:** Basic Pay Scale 800-24-1160-35-1510-45-1960 (in USD) per month.

**Benefits:** In addition to Salary, Social Security, Health Insurance and Unemployment Insurance shall be paid as per guidelines of Service Company to Foreign Mission.

**Leave:** Admissible annual leave and sick leave with pay.

**Qualification Requirements:** The applicants must possess the following essential qualifications:

1. **Education:** Graduate (Bachelor's degree) from a recognized University.
2. **Language:** The applicant should be fluent in both English and Vietnamese.

**Period of Employment:** Upon successful completion of probation of three months, the Assistant shall be treated as full time employee of the Consulate.

**Submit Applications:** Interested Candidates may email their Curriculum Vitae (in English only) and Photograph on [cg.hcm@mea.gov.in](mailto:cg.hcm@mea.gov.in) (with copy to [hoc.hcm@mea.gov.in](mailto:hoc.hcm@mea.gov.in)). The last date to apply for this announcement / vacancy is **25 October 2022**. Suitable candidates will be informed by email to come for a written test followed by a personality test.