



**Consulate General of India
Hong Kong**

VACANCY NOTICE

Applications are invited for the following Post:

Job Title – Clerk cum Typist

Address – 16 A, United Centre, 95 Queensway, Admiralty, Hong Kong

Responsibility/Nature of Work-

1. Attending telephone calls
2. Drafting letters, notes, invites etc.
3. Designing of posters, flyers etc. for Consulate events
4. Maintaining office files, records, document indexing, and routine data entry
5. Any other ad-hoc work assigned.

Desired Qualification-

1. Minimum Educational Qualification: 10+2 / Higher Secondary School Certificate / HKDSE (or equivalent)
2. Candidate should be proficient in English and Cantonese.
3. Good computer skills especially in MS Office and graphic designing.
4. Fast and accurate typing skills

Terms- Starting monthly salary is HKD 13000 + 2210 (Allowance @ 17%) – 760.50 (Contribution to Mandatory Provident Fund @ 5%) = HKD 14,449.5. There is an annual increment of HKD 390 . There is also yearly bonus equal to one month's pay. Annual leave of 21 days and Sick Leave of 30 days is granted. Office timings are 09.00 a.m. to 05.30 p.m. from Monday to Friday. Lunch break is from 01.00 p.m. to 01.30 p.m.

Interested applicants should have permanent HKID or valid visa/permission to work in Hong Kong. Applications can be sent to the undersigned along with bio data and a copy of valid Hong Kong work ID/Resident visa by 07.08.2025 by E-mail at hoc.hongkong@mea.gov.in or by post/by hand at 16 D, United Centre, 95 Queensway, Admiralty, Hong Kong. For any clarification, applicant may call on telephone No. 39709924.

(Aman Agarwal)

Consul (Head of Chancery)

24th July, 2026