सत्यमेव जयते

Consulate General of India
Hong Kong
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VACANCY NOTICE

Applications are invited for the following Post:

Job Title: Messenger/ Office Attendant
Address: 16/F , United Centre, 95 Queensway, Admiralty, Hong Kong.
Responsibility/ Nature of Work:

1. Distribution of dak / files/ letters within the office and outside.
2. Preparation and collection of dak and letters for the post office.
3. Faxing/Photocopying/Distributing letters/papers etc.
4. Assisting in the arrangement of furniture for official functions and the movement of books, small boxes, bags, etc., for official purposes.
5. Any other ad-hoc work assigned.

Eligibility & Mandatory Requirements:

- **Educational Qualification:** Minimum 10th class pass or equivalent (such as the Hong Kong Diploma of Secondary Education - HKDSE).
- **Work Authorization:** Applicants must hold a **Permanent Hong Kong Identity Card (HKID)** or possess a valid, active work-authorized status in Hong Kong (such as a Dependent Visa, IANG, or TTPS visa allowing unrestricted or approved employment under local immigration laws).
- **Language:** Basic proficiency in English.

Terms: Starting monthly salary is HKD 9000 + (Allowance @17%) 1530 – (contribution to Mandatory Provident Fund @5%) 526.5 = HKD 10003.5. There is an annual increment of HKD 270. 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.

How to Apply: Applications can be sent to the undersigned along with an updated bio-data, a copy of a valid Hong Kong work ID or resident visa, and the prescribed application form by **20.11.2026** by email at hoc.hongkong@mea.gov.in (alternative email: admin.hongkong@mea.gov.in) , or by post/by hand at 16/F, United Centre, 95 Queensway, Admiralty, Hong Kong.

Note: *Applicants are required to fill out the standard application form along with their CV. The application format can be downloaded from the Consulate General of India, Hong Kong's website under the "Information" tab -> "Recruitments/Job vacancy" tab. For any clarification, applicants may call telephone number 39709924.*

(Surbhi Goyal)
Consul (Head of Chancery)
5th November, 2026