



**Consulate General of India
Hong Kong**

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. Prepare and collect dak / letters for the post office.
3. Faxing/Photocopying/Distributing letters/papers etc.
4. Help in arrangement of furniture for official functions/movement of books, small boxes, bags etc. for official purposes.
5. Any other ad-hoc work assigned.

Desired Qualification:

1. Basic understanding of English language is preferable.
2. Valid visa/permission to work in Hong Kong

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.

Interested applicants should have permanent HKID or valid visa/permission to work in Hong Kong. Applications can be sent to the undersigned alongwith 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