



**Consulate General of India
Belfast**

APPLICATIONS INVITED FOR THE POST OF CONSULAR CLERK

The Consulate General of India, Belfast, invites applications for the post of “**Consular Clerk**”. The position carries an initial monthly **gross salary of GBP 2,976.93**, which will be subject to an annual increment of 3% of the last drawn salary, payable on 1 July each year or upon the successful completion of one year of active service, whichever is later.

Number of Posts: **Two (02)**

Work Profile

1. Handling consular services, including visas, passports, OCI-related matters, attestation, and other miscellaneous consular services.
2. Assisting in the smooth and effective delivery of consular services to members of the Indian diaspora and supporting work related to the Indian Community Welfare Fund (ICWF).
3. Performing general office duties, including filing, documentation, and organizational tasks.
4. Preparation of consular reports and maintenance of records.
5. Translation work, routine correspondence, minute-taking, and any other duties assigned from time to time.

Minimum Qualifications and Skill Set

1. Graduate degree from a recognized educational institution.
2. Proficiency in computer applications, particularly MS/Libre Office Suite.
3. Minimum of two (2) years' experience in a similar position is desirable.
4. Proficiency in typing in English.
5. **Mandatory for non-UK nationals: A valid UK work permit/visa appropriate to the duration of employment.**

Application Procedure

Interested applicants are requested to submit their applications with scanned copies of the following documents **by email to accts.belfast@mea.gov.in** no later than **23 February 2026**:

- Resume/Curriculum Vitae
- Educational certificates
- Passport
- Valid visa or work permit
- Passport-sized photograph
- Work experience certificates
- Any other supporting documents relevant to the application

Only shortlisted candidates will be contacted for an interview. The **Consulate General of India, Belfast**, reserves the right to accept or reject any application without assigning any reason.

Place: Belfast

Date: 6 February 2026