



**Consulate General of India
Belfast

APPLICATIONS INVITED FOR MESSENGER/MULTI-TASKING STAFF

The Consulate General of India, Belfast invites applications from eligible candidates for 1 (one) post of **Messenger (Office Attendant-cum-Multi-Tasking Staff)**. The position carries an initial monthly **gross salary of GBP 2,752.86**, which will increase, subject to satisfactory performance, after grant of future annual increment of 3% of the last drawn salary, on 1 July each year or upon the successful completion of one year of active service, whichever is later.

Essential Qualifications and Skills

1. High School Pass or equivalent.
2. Good communication skills in English.
3. Basic computer proficiency.

Duties and Responsibilities

1. Maintaining general cleanliness and upkeep of the workstation and office premises.
2. Dispatch and delivery of official correspondence to various offices/agencies.
3. Physical maintenance of records and carriage/delivery of documents, mail, and official equipment/goods within and outside the office premises.
4. Assisting in routine office work such as photocopying, dispatch, scanning, faxing, etc.
5. Performing watch and ward duties and assisting in reception and hospitality arrangements for visitors.
6. Providing support services to visitors and Consulate officials, including serving refreshments such as tea/coffee.
7. Assisting in protocol related duties for visiting delegations and dignitaries.
8. Providing logistical support during Consulate events, including minor tasks such as shifting chairs/furniture, replacing bulbs, etc.
9. Undertaking any other non clerical duties assigned by the Consulate from time to time.

Application Procedure

Interested applicants are requested to submit their resume with scanned copies of the following documents **by email** to inf.belfast@mea.gov.in no later than 30 June 2026:

- Educational qualifications
- Work experience
- Educational certificates
- Passport copy
- Valid visa/residence permit/work permit (where applicable)
- Recent photograph
- Any other relevant documents

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

Place : Belfast
Date : 12 June 2026