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Consulate General of India  
397 avenue du Prado, Marseille- 13008  
**Dated : 22 April 2025**

The Consulate General of India in Marseille intends to fill up the following vacancies of local employees in the Consulate as per the following details:

Clerk/Consular Clerk (2)	Starting Gross Salary per month is Euro 2100
Messenger (1)	Starting Gross Salary per month is Euro 1950

**Clerk/Consular Clerk:** Responsibilities include providing of administrative and clerical support to consular officers and assisting with various consular services such as visa processing, passport issuance and citizen services. It includes performing general office duties of filing, data entry and maintaining of records. Must handle phone calls, emails and in-person inquiries from the public. Applicants should possess a high-school diploma or equivalent with excellent organizational and multitasking abilities. Proficiency in Microsoft Office suite and familiarity with office equipment. Ability to handle sensitive information with discretion and confidentiality. Applicants should have a good working knowledge in French language. Previous experience in an administrative or clerical role within a consulate or embassy will be given preference.

**Messenger:** The duties include physical maintenance of records, carriage and delivery of documents/ mail and other official equipment/goods within and outside the office premises; operation of photocopiers, FAX, and similar equipment; watch and ward duties; reception hospitality for the visitors; providing support to officers; and other non-clerical official work as may be assigned from time to time. Applicants should possess a high-school diploma or equivalent. Physical stamina to handle walking, standing, and carrying items for extended periods. Knowledge of handling photocopier, FAX, and similar equipment.

For this purpose, Consulate General of India in Marseille invites applications from all eligible candidates. Applicants who are not French nationals should possess appropriate valid residence and work permits. There will be a selection procedure and recruitment of candidates will be based on merit. **Detailed notices containing job description and eligibility criteria for each post can be found on the Consulate website ([www.cgimarseille.gov.in](http://www.cgimarseille.gov.in)).**

Candidates who satisfy the above eligibility conditions may apply for the above posts latest by **16/05/2025**. The applications along with curriculum vitae and valid work permit may be sent either in hard copy addressed to Head of Chancery, Consulate General of India in Marseille, 397 avenue du Prado, Marseille- 13008 or by email at **[adm.n.marseille@mea.gov.in](mailto:adm.n.marseille@mea.gov.in)**.

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