



Embassy of India
Asuncion

Embassy of India, Asuncion

VACANCY NOTICE

Applications are invited for post of Messenger

Job Title	Salary in US\$	Responsibilities	Qualification
Messenger	950-28-1370-41-1760-2310	<ul style="list-style-type: none">Maintenance of official recordsDispatch and collection of official mail/correspondenceCollection/delivery of miscellaneous items from/ to EmbassyGeneral official work, filing/photocopy/scanning and organization workThe messenger will be expected to render all kinds of assistance in running of the Embassy including but not limited to liaising with various offices/organization, making and attending calls, coordinating with various branches of local public offices etc. <p>Any other work as directed from time to time</p>	<ul style="list-style-type: none">High School or equivalent from a recognized SchoolAbility to undertake desk as well as other work requiring physical movementFluency in both English and Spanish languages (speaking/writing)Knowledge of MS OfficeAge (preferably 20-35 years of age)References of two persons

Terms and Conditions: -

- Full-time employment with Social Security benefits and relevant deductions
- Office timings are 09.00 a.m. to 05.30 p.m. (with half-hour lunch break) from Monday to Friday. The applicants may also be asked to work after office hours or on weekends/holidays to assist in exigencies or for Embassy events.
- Should be a Paraguayan citizen or holding Paraguayan ID card valid for employment and/or a work
- In the event of any information furnished by a candidate being found false or incorrect at any stage or not satisfying the eligibility conditions as mentioned in this advertisement, her/his candidature/ appointment is liable to be cancelled/ terminated.
- Mere submission of application by the applicant shall not give them the right to be called for the selection process. The Embassy of India reserves the right to modify the advertisement or part of it, at any stage, if considered necessary.

Interested applicants may send their Curriculum Vitae (in English only) along with a copy of a valid Paraguayan ID or Resident visa and passport to admn.asuncion@mea.gov.in with a copy at accts.asuncion@mea.gov.in latest by 1700 hrs. on 18.11.2024 or by post to Embassy of India, Av. Gral. Bernardino Caballero 249, Asuncion. For any clarification, the applicant may call on telephone No. 021 2378400 or write to admn.asuncion@mea.gov.in.

(Aliawati Longkumer)
Counsellor & Head of Chancery
07.11.2024