

**Embassy of India
(Warsaw)**

The Embassy of India in Warsaw offers a full-time position of Charwoman to an individual who is interested to work in an international, multi-cultural and modern office environment with attractive remuneration (Approximately PLN 6065 gross)

Position: Charwoman (from 1st September 2025)

Key Responsibilities:

- Performing general cleaning and maintenance tasks within the Embassy premises and ensuring a clean and tidy environment.
- Preparation and serving of tea/coffee
- To provide assistance in organizing official events from time to time
- Other official duties assigned from time to time.

Requirements:

- High school diploma or any equivalent vocational education degree/diploma .
- Basic knowledge of cleaning and maintenance procedures.
- Fluency in Polish and basic understanding of English.
- Neat appearance, inter-cultural competence and impeccable manners.

Interested candidates may send their CVs along with their contact details latest by 10th August 2025 at estt.warsaw@mea.gov.in / admn.warsaw@mea.gov.in

Note : Candidates who are willing to join w.e.f. 1st September 2025 may only apply.