

**Embassy of India
(Warsaw)

Advertisement for the post of Clerk

The Embassy of India in Warsaw offers full-time position to candidates with strong qualifications and experience, to work in an international, multi-cultural and modern office environment with attractive remuneration (approximately PLN 8087 gross).

Qualification:

- Minimum Bachelor's or Higher qualification in any stream, candidates with secretarial training and qualifications will be preferred
- Ability to prioritize and do multi-tasking in a team environment.
- C-1 level competence in English – both written & spoken. B-1 level competence in Polish both written & spoken.
- Proficiency in computer applications including MS Office, MS Excel, Good typing speed etc.

Responsibilities:

- Administrative work
- Liaison with local Ministries/Departments/Organizations and local vendors
- Drafting of official communications/emails
- Other miscellaneous work assigned from time to time

Interested candidates may send their CVs along with their contact details latest by 20th September 2025 at estt.warsaw@mea.gov.in/admn.warsaw@mea.gov.in

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