

Consulate General of India
Chicago

Applications invited for the Post of Junior Clerk

The Consulate General of India, Chicago, invites applications for the post of "Junior Clerk". The Post will have an initial monthly pay of US$ 4640.00 and reimbursement of medical insurance premium upto US$ 75.00 per month.

No. of Post: One
Minimum required qualifications:

- Graduate from a recognized educational institution.
- Valid US Citizenship/Green Card.

Desired Skill set:

- Problem solving abilities.
- Knowledge of computer skills especially in MS Office, Power Point, Excel and practical use of AI productivity tools.
- Professional, clear and tactful communication skills suitable for coordinating with internal staff, visiting delegations and external agencies.
- High accuracy in drafting correspondence, managing schedules and reviewing administrative paper work and filings.
- Exceptional ability to manage shifting priorities, multi task in a fast paced environment and maintain meticulous records.
- Experience: 2+ years of experience in similar position is desirable.

Work Profile:

- Junior Clerk would be assisting with the operation of one of the various Wings of the Consulate and expected to deliver on core areas of operations like data management, logistics management, event management, social media management, drafting of records, vetting of documents etc.

Interested applicants may send their detailed CV along with photograph, legal status, educational qualification and contact number to **hoc.chicago@mea.gov.in and vcadmn.chicago@mea.gov.in latest by 07th December 2026.**