

**Embassy of Luxembourg
New Delhi**

VACANCY: VISA & CONSULAR ASSISTANT

The Embassy of Luxembourg, New Delhi, has a vacant position for a “Visa & Consular Assistant.”

This is a half-time position (20 hours per week) for Indian nationals ready to start a.s.a.p. Salary shall be based on previous experience and skills.

Job description for a “Visa & Consular Assistant”:

- Handling enquiries regarding visa, residence and work permits, by telephone and email
- Scrutinizing applications, documentation, checking information
- Interviewing applicants
- Processing visas and residence/ work permits
- Filing and archiving of visa applications
- Handling applications for Luxembourgish passports
- Liaising with Indian authorities (FRRO, etc.) in consular cases
- Handling communication between applicants, VFS application centres, Luxembourgish visa & passport office and Immigration Department, Luxembourgish and Indian companies etc.

Previous experience in related field will be an added advantage. English is mandatory, French and German language skills are considered to be an advantage.

Send your application and CV by 10th of December 2015 to:

Embassy of Luxembourg
Att.: Charles Schmit
84 Jor Bagh
New Delhi 110003

Marked “VISA & CONSULAR ASSISTANT” in an envelope or by e-mail to charles.schmit@mae.etat.lu