



**Consulate General of India
San Francisco**

**MOST IMMEDIATE
APPLICATIONS INVITED FOR POST OF LOCAL CLERK**

The Consulate General of India, San Francisco, invites applications for the post of Clerk having an initial monthly pay of US\$ 4,588/-, which may increase incrementally on the basis of satisfactory performance over the employee's tenure. Selected candidate would also be eligible for medical insurance premium upto USD 75 per month.

Please note that the salary for this post of Clerk will be regularized as per prescribed rates fixed by the Ministry of External Affairs, Government of India.

No. of Posts: Eight (08).

Minimum required qualifications and skill set:

- Bachelor's Degree from a recognized educational institution.
- Knowledge of MS Office, Power-point, and Excel.
- Experience: 2+ years of experience in a similar position is desirable.

This role also calls for strong administrative and office management capabilities, including scheduling, correspondence, and document handling in a fast-paced environment, paired with the networking aptitude to build relationships across the tech ecosystem and coordinate engagement with start-up incubators, technology companies, and venture capital firms. The candidate should be able to monitor political and current affairs news to prepare briefs and summaries for leadership, along with basic social media posting and editing skills. Success in this position requires the ability to multitask and perform under pressure, even during periods of increased workload, along with solid technical understanding of computers, hardware, and operating systems, and strong record-keeping, filing, and daily reporting skills. The candidate is expected to work well in a team, bring an analytical and structured approach, and demonstrate high reliability with a proactive attitude.

Work Profile:

- Assisting visitors coming to the Consular Wing at the Consulate.
- Handling consular work/ scrutiny of consular applications/ data entry/ enrollment of data for services such as visa and passport, OCI, Attestations, and other miscellaneous services.
- Record Keeping, Daily Report Generation, Reconciliation of Consular Records.
- Assisting in smooth and effective delivery of consular services to all consular applicants. Replying to telephonic and email queries on consular cases.
- General office work, filing, and organization tasks.
- Translation, regular correspondence, minute taking and any other tasks as directed from time to time.
- Updating of consular information on website and keeping it user friendly. Responses to consular queries on social media handles of website.
- Supporting day-to-day administrative and office management functions, including scheduling, correspondence, and maintenance of records and documentation.
- Building and maintaining working relationships with technology companies and the broader tech ecosystem in the Consulate's jurisdiction.
- Coordinating with start-up incubators, technology company offices, and venture capital (VC) firms to facilitate Consulate engagement and outreach.
- Monitoring political and current affairs news, preparing briefs and summaries for the Consulate's leadership, and social media posting and editing.
- Any other work required to be executed for the Consulate from time to time.

Interested applicants may send their applications and resume with complete details, including age, educational qualifications, and work experience, along with all supporting documents (educational certificates, passport/visa, citizenship/Green Card status, etc.) to hoc.sf@mea.gov.in by 12 September 2026. Candidates shortlisted following an in-person written aptitude and computer skills test on 15 September 2026 will be invited for an interview.

Candidates who had already applied for the vacancies advertised on 24 July 2026 need not apply again and will be considered for the above posts. A message regarding the common examination will be sent to eligible applicants via email.

Place: San Francisco

Date: 02 September 2026