



सत्यमेव जयते

**Consulate General of India
Manchester**

MOST IMMEDIATE

APPLICATIONS INVITED FOR POST OF RECEPTIONIST

The Consulate General of India, Manchester, invites applications for the posts of "Receptionist" having an initial monthly pay of GBP 2790/-, which will increase after grant of annual future increment @ 3% of the last drawn salary on 1st July every year or successful completion of one year of active service. Please note that the salary for this post of Receptionist will be regularised as per prescribed rates fixed by the Ministry of External Affairs, Government of India.

No. of Post: One (1)

Work Profile:

- Greet and receive visitors, applicants, and dignitaries
- Verify appointments and check identification
- Direct visitors to the appropriate staff or departments
- Respond to public inquiries via phone, email, and in person
- Maintain visitor logs and issue visitor passes
- Ensure compliance with consulate security protocols
- Coordinate with security personnel to manage access
- Perform administrative tasks such as data entry, filing, and document management
- Schedule appointments for visa, passport, and notarial services
- Assist in sorting and reviewing application documents
- Provide general information about consular services and procedures
- Relay messages and support internal communication
- Prepare meeting rooms and assist with event logistics
- Support consular officers during official visits or cultural events
- Translate or interpret basic conversations or documents (if required)
- Stay familiar with consular procedures and protocols
- Any other work required to be executed for the Consulate from time to time.

Minimum qualification required and skill set:

- Graduate from a recognized educational institution.
- Attention to details and accuracy.
- Candidate should possess good communication skills in English.
- Knowledge of computer skills especially in Libre/MS Office, Power-point, graphics and design and Excel.
- Experience: 2+ years of experience in a similar position is desirable.
- Ability to multitask work, under pressure and handle even increased workload on schedule.
- Dedication and flexibility. Technical understanding and service oriented.
- Analytical and structured way of working with high level of reliability and proactive approach.
- He/she should be able to type at good speed.
- Mandatory for the applicants (who are non-UK nationals) to have a valid UK Work Permit/VISA commensurate to the employment period.
- Local Police Clearance Certificate.

Interested applicants are requested to submit their applications by completing the application form and uploading the required documents, including their resume/CV, educational certificates, passport, visa or work permit, passport-sized photograph, work experience certificates, and any other supporting documents that may strengthen their application, through the following link <https://forms.gle/vcjYsHrFsq4A8gT68> by **03rd September 2025**. Shortlisted candidates will be contacted for an interview.

Place: Manchester

Date: 21st August 2025