

No. Ath/Adm/579/01/2025
Embassy of India
Athens

April 24, 2025

Employment Notice

Embassy of India, Athens invites applications for one local post of Dispatcher.

General Terms & Condition

1	Educational Qualification:	High School or equivalent grade pass; Good verbal communication skills in Greek and English languages; Willingness to perform outdoor work, including beyond regular office hours. Previous work experience in relevant field will be preferred.
2	Nature of Job:	1. Helping/ Assisting visitors coming to the Embassy; 2. Despatch of correspondence to various offices within and outside the building. 3. Physical maintenance of records. 4. Assisting in routine office work like Photocopying, sending of fax diary, dispatch, etc. 5. Assisting during various events. 6. Any other work, if assigned.
3.	Age	Maximum 35 years as on the last date of application.
4.	Nationality	Persons of all nationalities are eligible to apply provided they possess valid permits authorizing them right to residence and work in Greece.
5.	Past Job Experience	Job experience is not prescribed as mandatory qualification, however, it will be deciding factor in case experienced candidate applies for the position. In such cases, applicant should mention details about their past job experience. Documentary evidence would be required at the time of appointment.
6.	Knowledge of PC Operation	Basic knowledge of computer (Word, Excel etc.);
7.	Mental & Physical Health	Candidate should be in good mental & physical health. He/She will be required to submit a medical fitness certificate before appointment.

Interested candidates may apply for the above position in the format given in Annexure-I of this notice through the website of the Embassy at URL <https://www.indiaingreece.gov.in/page/Vacancies/>. The duly filled in application may be scanned and sent to admn.athens@mea.gov.in or through post.

All the criteria of eligibility prescribed above must be supported by appropriate certificates/documents and will be required to be presented in original in the Embassy at the time of interview and before appointment.

In the event of any information furnished by a candidate being found false or incorrect at any stage or not satisfying the eligibility conditions as mentioned in this advertisement, her/his candidature/appointment is liable to be cancelled/terminated. Mere submission of application by the applicant shall not give them the right to be called for selection process.

The selection will be based on interview of the shortlisted candidates and proficiency of knowledge of English/Greek languages.

The tentative date of English Proficiency Test/Written Test would be 6 June, 2025 and Interview of the shortlisted candidates would be 13 June, 2025, which would be held at the premises of the Embassy.

The last date of submission of application is May 31, 2025

**Embassy of India
Athens

Annexure-I

Employment Notice No. Ath/Adm/579/01/2025

Form of Application for the Post of Dispatcher

1	Post applied for	Dispatcher			
2	Name of the applicant (In CAPITAL)				
3	National ID No.				
4	Father's Name				
5	Mother's Name				
6	Date of Birth				
7	Gender				
8	Nationality				
9	Educational Qualification				
10	Postal Address				
11	Mobile No				
12	Email ID				
13	Knowledge of English (Y/N)				
14	Knowledge of Operation of PC	Knowledge of general hardware setup	Knowledge of operation of general office software	Knowledge of operation of email	Knowledge of operation of Social media (Facebook/Twitter)
		(Yes/No)	(Yes/No)	(Yes/No)	(Yes/No)
15	Previous Job Experience	Nature of Job	Name of the Employer	Monthly Salary	Period of service rendered
		1			
		2			
		3			
		4			
16	List of Documents in support	a.			

of prescribed qualification (Do not attach any, will be verified upon final selection)	b.
	c.
	d.
	e.
	f.

Declaration

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief, I understand that in the event of any information being found suppressed, false or incorrect or ineligibility being declared before or after examination my candidature appointment is liable to be cancelled.

Place :

Date :

Paste/ Upload passport size photograph

Signature/Upload signature