

**Embassy of India
The Hague**

Vacancy Notice for the post of Clerk

The Embassy of India, The Hague invites applications from eligible candidates for the post of **Local Clerk**.

Salary & Terms

- Salary and other benefits as per the Embassy's local staff rules. **Initial gross salary of around Euro 3304 per month.**
- Appointment is initially on a probation of two months, extendable based on performance.
- Employment will be governed by rules and regulations issued by the Government of India.

Mandatory Qualifications:

Minimum Educational Qualification: A graduate degree from a recognised university, preferably in finance/economics/business/international trade/international relations.

Communication: Applicants must possess excellent communication skills and must be proficient in English and Dutch languages (reading, writing, and speaking native level).

Experience: Minimum two years' work experience in government/non-government organizations with proficient noting and drafting skills in the field of general administrative work.

Age: Minimum 23 years and maximum 35 years as on 01 August 2026.

Legal Requirements: Applicant must be a Dutch national or hold a valid Dutch Residence Permit (in case of other nationalities).

Computer skills: Sound knowledge of computers (Word, Excel, Power Point), email, etc. and proficient in typing in English.

Social skills: Strong interpersonal and networking skills with the ability to engage with businesses, government agencies, and other stakeholders.

Application Process

Interested applicants must apply online and submit their applications on this [Link](https://docs.google.com/forms/d/e/1FAIpQLScYpagnvmd0V6QHe08h0jKI-i8A9H13muNDTan9kNpL36RE3Uw/viewform) (<https://docs.google.com/forms/d/e/1FAIpQLScYpagnvmd0V6QHe08h0jKI-i8A9H13muNDTan9kNpL36RE3Uw/viewform>) along with his/her biodata (CV), recent colour passport-size photograph, copies of educational certificates, proof of experience, Dutch passport / ID / residence permit, and other relevant documents.

Last date for receipt of applications: *20 August 2026 (by 11:59 PM CET)*

Important Notes

- Incomplete applications or those without necessary enclosures will be summarily rejected.
- Only shortlisted candidates will be contacted for interviews.
- The Embassy reserves the right to reject applications or cancel the recruitment process at any stage without assigning any reasons
- Applications submitted by email or post **will not be accepted**.