

Embassy of India, Prague

Milady Horákové 60/93, Praha 7, 170 00



VACANCY

Embassy of India is seeking qualified and motivated individuals for the position of Messenger-cum-Stocker.

Position	Messenger-cum-Stocker
Residence Status	Czech citizen or any other National with a valid work permit
Description of Work and Key responsibilities	<ul style="list-style-type: none">• Delivery and collection of documents, packages, and correspondence within the Embassy and to external institutions/organizations• Assist with administrative tasks such as managing office supplies, maintaining records• supporting event organization. This may include preparing materials, coordinating logistics, and providing assistance during embassy events and meetings.
Minimum Qualifications	<ul style="list-style-type: none">• Education: Higher Secondary (12th) or higher from a recognized institution.• Language Proficiency: Excellent written and spoken command of English. Working Knowledge of Czech would be an added advantage
Working Hours	<ul style="list-style-type: none">• Full time job. Monday to Friday: 9:00 AM – 5:30 PM• The candidate should be willing to work on occasional evenings and weekends.
Salary	CZK 35,440/- with periodical increments (including standard deduction for Social Security and Health insurance)
How to apply	Interested candidates are requested to submit their updated CV, copies of academic qualifications to hoc.prague@mea.gov.in latest by April 04, 2025.