Date: 16 November 2026

Consulate General of India
Houston
*****

Job Vacancy for the Post of Clerk

The Consulate General of India, Houston invites application for the following positions from the applicants who are either US citizens or permanent residents, residents with valid appropriate visa or valid work permit.

No. of Post	:	**One**
Position	:	**Clerk**
Pay	:	**Starting salary USD- 4490 /- per month**
Leave	**:**	**Annual leave 21 days and Medical leave 30 days**
Other benefits	:	**USD 75 p.m. (towards medical insurance premium)**

Eligibility Criteria:

* Graduation/Graduation from a recognized University/College in any discipline.
* Proficiency and typing speed in computers.
* Proficient in Microsoft Word/ Excel/ Power Point/ Adobe Photo-shop/ Zoom/ Webex and maintaining social media handles like Facebook, witter etc.
* Applicant should be fluent in spoken and written English; knowledge of any Indian language will be appreciated.
* **Applicant must have completed 22 years of age and should be below 40 years of age as on 01 November 2026.**
* Applicant must be free of any criminal records; full details of any ongoing police/court cases or judicial trials must be reported clearly in applicant's resume.

Duties/Responsibilities:

* Performs clerical duties including noting, drafting, sorting and filing documents etc.
* Maintaining office records and files.
* Compiling letters, emails and reports of office activities according to written or verbal instructions.
* Assist in Consular related various services viz. Passport, Visa, OCI cards etc.
* Coordination with local authorities including service providers, companies and general public on need basis.
* Any other work assigned from time to time.
***** The selected candidates will be required to work in various Wings of the Consulate, such as – Consular/ Administration/ Accounts/ Information and Cultural Wings

How to apply:

Interested applicants should submit their resume, along with complete details and supporting documents **(educational qualifications, work experience, age, and valid work authorization**) at **admn.houston@mea.gov.in and hoc.houston@mea.gov.in** by **30 November 2026.**

Please note that only short-listed candidates will be invited for an interview at the Consulate. Candidates are responsible for their own transportation and other expenses related to the interview. No reimbursement will be provided. The selected candidate will be expected to join immediately upon selection.