

Date: 26.02.2026



**Consulate General of India  
Houston**

\*\*\*\*\*

**Job Vacancy on Contract Basis**

Consulate General of India, Houston wishes to engage a local clerk for a period of **twelve months** (1 Year) from date of engagement (non renewable), on contractual basis from the applicants who are either US citizens or permanent residents, residents with valid appropriate visa or valid work permit.

**Nature of Job Requirement :**

Clerical job involving issue of Consular documents and related work.

**Required Qualification**

Graduate proficient in computer applications, excellent written and oral communication skills in English and good mental and physical health.

2. Interested candidates may apply by [e-mail](#), along with a brief bio-profile, to Mr. Asif Ali, Vice Consul (Administration), Consulate General of India, Houston latest by **March 09, 2026**. Supporting documentation / references, in original, should be presented only at the time of interview.

**By email to :** [admn.houston@mea.gov.in](mailto:admn.houston@mea.gov.in)

**or by Post to:** Head of Chancery, Consulate General of India, 4300 Scotland Street, Houston ,Texas - 77007

**Please note:**

The selection process will be decided by the Consulate General of India, Houston which will be conveyed to the candidates through email after preliminary scrutiny and its decision in the selection process will be final and binding.