

Embassy of India  
Stockholm  
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**MOST IMMEDIATE APPLICATIONS INVITED FOR MESSENGER/ MULTI-TASKING STAFF**

The Embassy of India, Stockholm invites applications for the post of "Messenger (Office attendant-cum-Multi-tasking Staff)"

It may be noted that the salary for this post of Messenger/Multi Tasking Staff will be regularized as per prescribed rates fixed by the Ministry of External Affairs, Government of India.

No. of Posts: One (1).

**A. Required qualifications and skill set:**

1. Language: Working knowledge of English (written/spoken) and local language
2. Education: High school diploma or equivalent.
3. Skills: Basic computer proficiency, good communication, organizational skills, discretion, and reliability.

**B. CONDITIONS**

1. Initial gross salary: SEK 18100/- per month. Social Security deduction/contribution as per local laws
2. Working hours: Monday to Friday 09:00-17:30, including 30-minute lunch break. Overtime for weekend work may also be requested.
3. Expected starting date: 1 July 2026.
4. Place of Work: Kornhamnstorg 4, 11127, Stockholm, Sweden

**C. Job Description**

1. Dispatch of correspondence to various offices
2. Physical maintenance of records.
3. Assisting with office tasks such as photocopying, dispatch handling, stationery management, etc.
4. Assisting during various events of the Embassy.
5. Collection of letters/parcels from Post Office.
6. Serving refreshments to Guests/Visitors of the Embassy.
7. Any other work assigned by the Embassy.

Note: Lack of experience will not be a consideration if an applicant shows promise and meets all other requirements. Duties will not be limited to the briefly described duties above.

Interested candidates who are either Swedish citizens or possess permanent resident status with valid appropriate visa/valid work permit may send their resumes (along with all supporting documents including educational qualification) to: [hoc.stockholm@mea.gov.in](mailto:hoc.stockholm@mea.gov.in) and [admn.stockholm@mea.gov.in](mailto:admn.stockholm@mea.gov.in) by Wednesday, 10 June, 2026.

**Selection Process: Shortlisted candidates shall be invited for interview on Wednesday, 17 June 2026.**

For any further questions/clarification, please contact: +46-868432117/ +46-868432110