

**Embassy of India
Bratislava**

Vacancy for the post of MESSENGER cum RECEPTIONIST

Job description, responsibilities and duties

Messenger & Reception Work

Applications are invited from Slovak Nationals for the post of Messenger -cum- Receptionist in English language only. The applicant should be well versed with English and Slovak languages with basic knowledge of computer systems and at least three years work experience. Applications in English language only with complete Bio-Data may be sent to the Embassy of India, 7th Floor, Dunajska 4, 81108, Bratislava. The last date for submission of applications is 10th April 2026.

Email: ADMN.BRATISLAVA@MEA.GOV.IN &
HOC.BRATISLAVA@MEA.GOV.IN

Candidates with education suit the position

Secondary with school-leaving examination, Follow-up/Higher Professional Education, University education (Bachelor's degree), University education (Master's degree), Postgraduate (Doctorate)

Language skills

English - Advanced (C1) **and** Slovak - Advanced (C1)

Other knowledge

Browsing Online – Advanced, Typing – Advanced, Microsoft Word – Advanced, Microsoft Excel - Basic