

**Embassy of India  
Riga**

No.Rig/Admn/579/06/2025

Date: 15<sup>th</sup> September 2025

**VACANCY ADVERTISEMENT**

**Vacancy for the post of Messenger at the Embassy of India, Riga**

The Embassy of India, Riga invites applications from suitable candidates for the full-time permanent positions of Messenger.

**1. Job Description**

**Messenger Duties:**

- Collection of items/letters/documents as required within and outside the Embassy
- Delivery of items//letters/documents as required within and outside the Embassy
- Distribution of letters and documents within the Embassy.
- Keeping records of distribution

**2. Desirable**

- Computer literate skills and hospitality with respect to guests and visitors received in the Embassy.

**2. Monthly Salary and other benefits:**

- Monthly Salary: **1200 EURO /- with annual increments**
- The remuneration package will include 4 weeks annual paid leave plus Indian National Holidays

**3. Local Work Permit and Residence Visa:**

- Candidates should be Latvian/EU citizens or valid work permits and resident visa in case of non-EU citizens including Indian nationals.

**4. Experience and other requirements:**

- Previous experience in messenger roles preferred.
- Flexible to work beyond regular office hours.
- Punctual and dependable.
- No police case or enquiry against the candidate.

**5. Method of submitting application:**

- Documents: Cover Letter, CV with photo, copy of residence/work permit in case of non-EU citizen
- E-mail or By Post
- Email: [admn.riga@mea.gov.in](mailto:admn.riga@mea.gov.in) and [accts1.riga@mea.gov.in](mailto:accts1.riga@mea.gov.in)
- Postal Address: Head of Chancery, Embassy of India, Ganību Dambis 10A, Riga, Latvia, LV-1045 (Telephone: +371 6722 1210)
- Subject: Application for the post of Messenger
- Last date of Application: 15<sup>th</sup> October 2025

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