

FORMAT FOR APPLICATION FOR THE POST OF CLERK IN HIGH COMMISSION OF INDIA,
LILONGWE

Please paste
your recent
Passport size
photo here
3.5 cmx 3.5cm

Name : (Mr/Mrs/Ms)_____ **Surname**_____

Date of Birth_____(DD/MM/YY) Age as on 01.01.2018_____years

Mobile No._____E-mail_____

Are you currently employed : _____Yes_____No

Qualification (General/Commerce/Marketing/Administration/IT Science)

Graduate_____ Post Graduate_____

Specify_____

Computer Proficiency (Certificate/Experience) Please tick where applicable

| | Basic | Intermediate | Advanced |
|-----------------------|-------|--------------|----------|
| Microsoft Access | | | |
| Microsoft Publisher | | | |
| Microsoft Power Point | | | |
| Microsoft Excel | | | |
| Web page | | | |

Work Experience (Nature of work/organisation/period):

i)_____

ii)_____

iii)_____

English Language

| | Good | Very Good | Excellent |
|--|------|-----------|-----------|
|--|------|-----------|-----------|

| | | | |
|---------|-------|-------|-------|
| Written | _____ | _____ | _____ |
|---------|-------|-------|-------|

| | | | |
|--------|-------|-------|-------|
| Spoken | _____ | _____ | _____ |
|--------|-------|-------|-------|

Secretarial/PR Skills

| | | | |
|--|-------|-------|-------|
| | _____ | _____ | _____ |
|--|-------|-------|-------|

Experience in writing General/
Event Reports

| | | | |
|--|-------|-------|-------|
| | _____ | _____ | _____ |
|--|-------|-------|-------|

**Computer Hardware /
Technical skills**

| | | | |
|--|-------|-------|-------|
| | _____ | _____ | _____ |
|--|-------|-------|-------|

Qualifications in above, if any : _____

| | | |
|---------------------------|----------|---------|
| Valid Car Driving License | Yes_____ | No_____ |
|---------------------------|----------|---------|

Enclosures:

- (i) Education Qualification Certificates
- (ii) Passport/Identity Card
- (iii) Work Experience Letter
- (iv) Two Recommendation letters

(Signature of the applicant)

Date : _____