

**High Commission of India
Lilongwe**

Notice inviting applications for the job of the post of Clerk

High Commission of India, Lilongwe has opening for one post of Clerk to handle Administrative, Accounts, Consular, Event management, IT & Social Media and any other jobs assigned from time to time at the High Commission. The post is proposed to be filled up on immediate basis, subject to the candidate meeting the required qualifications and experience.

Age Limit : Applicant should have completed 22 years of age and should not be more than 35 years as on 01.07.2019. Requests for relaxation will not be entertained.

Essential Qualifications & Experience: The prospective candidates should hold Bachelor's Degree in any stream of education. However, candidates holding degree in IT & Communications will be given special consideration. Candidates must be fluent in written and spoken English.

Salary : The consolidated initial salary will be **US\$ 450/- pm.** (+ 10% COLA) payable in Malawi Kwacha with no other allowances or perks. Annual increments will be given on prescribed rates fixed by the Govt of India. Payment of Income tax is the personal responsibility of the employee.

General Attributes : The applicants having (a) Post Graduate Qualification (b) relevant work experience (c) Computer proficiency in Excel/Access/Publisher/Power Point/Webpage with qualified Certificate course from a recognised computer Institute (d) Computer hardware technical skills (e) Secretariat/PR Skills will be added advantage.

Only shortlisted candidates will be called for interview. The applications can be sent by post/couriered/delivered by hand. The last date for receipt of applications in the High Commission is 26/07/2019. Those delivered by hand may be dropped in a specified Box kept at the Reception of the High Commission. No telephonic inquiries will be entertained. Names of shortlisted candidates to be called for interview will be placed in the High Commission's website www.hcililongwe.in on or before 31/07/2019.

Only applications received in the format as prescribed by the High Commission of India, Lilongwe will be accepted. Format is attached. Applications should be sent in a sealed envelope with copies of educational qualifications and copy of identity card/Passport, telephone and email to contact the applicant and may be forwarded to :-

(Superscripted : **"Application for the post of Clerk"**)

Mr. Anil Suri
Head of Chancery
High Commission of India
Plot No. 55, Area 9
Lilongwe (Malawi)

**The High Commission of India has the right to reject any or all applications
without assigning any reason and their decision will be final**

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

**Paste recent
Photo**

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

Date of Birth : _____ (D/M/Y) Age as on 01.07.2019 _____ years

Mobile No. : _____ E-mail ID _____

Are you currently employed : Yes _____ No _____

Qualifications : (General/Commerce/Marketing/Administration/Science)

Graduate : _____ Post-Graduate : _____

Please 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/Organization/period):

- i) : _____
- ii) : _____
- iii) : _____

English Language :

	Good	Very Good	Excellent
Written	_____	_____	_____
Spoken	_____	_____	_____

Secretariat/PR skills

Experience in writing General/
Events Reports

computer Hardware/Technical skills

Qualifications in above, if any

Valid Driving License

Yes _____

No _____

Enclosures :

- (i) Educational Qualifications certificates
- (ii) Passport/Identity Card
- (iii) Work Experience letter
- (iv) Two Recommendation Letters

(Signature of the applicant)

Date : _____