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.hcliilongwe.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

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<th>Intermediate</th>
<th>Advanced</th>
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<td>Web-page</td>
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Work experience: (Nature of work/Organization/period):

i) :_________________________

ii) :_________________________

iii) :_________________________
**English Language:**

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<tr>
<th></th>
<th>Good</th>
<th>Very Good</th>
<th>Excellent</th>
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<td>Written</td>
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<td>Spoken</td>
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<td><strong>Secretariat/PR skills</strong></td>
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<td>Experience in writing General/Events Reports</td>
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<td><strong>computer Hardware/Technical skills</strong></td>
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<td>Qualifications in above, if any</td>
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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: ________________