



**HIGH COMMISSION OF INDIA
LILONGWE**

JOB VACANCY

The High Commission of India, Lilongwe invites application from eligible candidates for 01 post of Clerk to handle Administrative, Accounts and IT work at the High Commission.

Required qualification and skills: Must possess minimum bachelor's degree in any stream, good IT skill & handling of Social Media and good knowledge of graphics and IT software.

Applicants must either be Malawian citizens or permanent residents with valid appropriate visa and valid work permit.

Applicants must be age between 20-35 years, proficient in English and local language in communication as well as in writing, minimum 2 years experience in the relevant field would be desirable.

The above post is proposed to be filled up on immediate basis, subject to the candidate meeting the required qualification and experience. Interested applicants should send their applications as per 'Proforma' available on the website: "www.hcililongwe.gov.in" along with copies of academic / professional certificates and detailed Curriculum Vitae (CV) and passport size photograph to: The High Commission of India, Post Box No. 1482, Lilongwe **or** by email at: "adm.malawi@mea.gov.in" **or** hand-delivered any time between 09:00 hours to 16:00 hours on any working day (Monday to Friday) at Plot No. 55, Area - 9, Lilongwe. The application should be subscribed on the envelop "**Application for the post of Clerk**".

Last date for receipt of application is 25 October, 2025. Applications received after the last date will not be entertained.

**HIGH COMMISSION OF INDIA
LILONGWE**

APPLICATION FOR THE POST OF ADMINISTRATIVE ASSISTANT (CLERK)

Please paste
recent passport
size
photograph

1. Post applied for: **Administrative Assistant (Clerk)**
2. Name: Mr/Mrs/MsFirst name Surname:
3. Date of Birth : (DD/MM/YY); Age as on Dt. 13.10.2025: Years
4. Father's/Mother's Name:
5. Nationality:Type of Visa
6. Residential Address:
.....; E-mail ID:
.....
Tel. No.: Mobile No:
7. Are you currently employed: (Yes / No)....; If yes, please give details
.....
8. Qualifications: (General/Commerce/Marketing/Administration/Science): ..
.....
9. Graduate / Postgraduate:
10. Please specify :
.....
.....
11. Computer proficiency : (Courses /Certificate) :

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

	<u>Good</u>	<u>Very good</u>	<u>Excellent</u>
12. English Language:			
Written			
Spoken			
13. Secretariat/PR skills			
Experience in writing General/ Events Reports			
14. Computer Hardware/Technical skills			
15. Qualifications in above, if any			
16. Work Experience (Nature of work / Organization / Period) :			
i)			
ii)			
iii)			
17. Valid Driving License	:	(Yes / No)	

Copies of the following to be attached with the application:

- i) Educational Qualifications certificates : (Yes/ No)
- ii) Passport/Identity Card : (Yes/ No)
- iii) Work/Experiences Letter : (Yes/ No)
- iv) Two recommendation Letters : (Yes/ No)

I certify that the details given above are correct and complete to the best of my knowledge.

(Signature of Applicant)

Place:

Date: