

**High Commission of India
Lilongwe

Notice inviting applications for Job positions in High Commission of India, Lilongwe

High Commission of India, Lilongwe has opening for regular 05 (Five) Clerical positions to handle Administrative, Accounts, Business, Consular work at the High Commission. The posts are proposed to be filled up on immediate basis, subject **to the candidates meeting the required qualifications and experience.**

Age Limit: Applicants should have completed 22 years and should not be more than 35 years as on 1.11.2016. Requests for relaxation will not be entertained.

Essential Qualifications: The prospective candidates should hold Bachelor's degree in any stream of education; good command over written and spoken English and knowledge to use Computer.

Salary: The consolidated initial salary will be US\$450/- p.m. payable in M.Kwacha with no other allowances or perks. Payment of income tax is the personal responsibility of the employee.

Other conditions: 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 recognized Computer Institute (d) Computer hardware technical skills (e) Secretarial/PR skills (f) valid car driving license **will earn additional points.**

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 09 December 2016. Those delivered by hand may be dropped in a specified Box kept at the Reception of the High Commission. No telephonic enquires 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 28 December, 2016.

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:

**Mr. Anil Kumar,
Head of Chancery
High Commission of India
Area 9/55, P.O. Box 1482
Lilongwe. Malawi**

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

Format for Application for the post of Clerk in High Commission of India, Lilongwe

Please Paste Your
Recent Passport
Photo Here
3.5cm X 3.5cm

Name(Mr/Mrs/Ms) _____ Surname _____

Date of Birth _____ (DD/MM/YY) Age as on 1.11.2016 _____ Years

Mobile _____ Email _____

Are you currently employed

Yes

No

Qualification (Social Science/Humanities/Economics/IT/Commerce/Marketing/Business Administration/Accounting/Education/Environmental Science and Engineering)

Graduate

Post Graduate

Specify _____

Computer Proficiency (Certificate/Experience)

Please tick where applicable

	Basic	Intermediate	Advanced
Microsoft Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Power Point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Web Page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Work Experience (Nature of Work/Organization/Period)

(i) _____

(ii) _____

(iii) _____

English Language

	Good	Very Good	Excellent
Written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spoken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Good	Very Good	Excellent
Secretarial/PR Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Qualification _____

	Good	Very Good	Excellent
Computer Hardware Technical Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Qualification _____

Valid Car Driving Licence	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

Enclosures:

- (i) Education Certificates
- (ii) Passport/Identity Card
- (iii) Work Experience Letter

(Signature of Applicant)
Date