

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

PHOTO

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

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

Mobile No. _____ E-mail _____

Are you currently employed _____ Yes _____ No

Qualification (Economics/Commerce/Marketing/Business Administration)

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) _____

	Good	Very Good	Excellent
English Language			
Written	_____	_____	_____
Spoken	_____	_____	_____
PR Skills	_____	_____	_____
Experience in writing Economic/ Commercial Reports	_____	_____	_____
Computer Hardware / Technical skills	_____	_____	_____
Valid Car Driving License	Yes_____		No_____

Enclosures:

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

(Signature of the applicant)
Date : _____