

**HIGH COMMISSION OF INDIA
LILONGWE**

APPLICATION FOR THE POST OF ADMINISTRATIVE ASSISTANT (CLERK)

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photograph

1. Post applied for: **Administrative Assistant (Clerk)**

2. Name: Mr/Mrs/Ms First name : Surname:

3. Date of Birth : (DD/MM/YY); Age as on Dt. 01.02.2023: 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
(Please Specify)

10. Computer proficiency : (Courses /Certificate) :

	Basic	Intermediate	Advanced
Microsoft Access	<input type="text"/>	<input type="text"/>	<input type="text"/>
Microsoft Publisher	<input type="text"/>	<input type="text"/>	<input type="text"/>
Microsoft Powerpoint	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mircosoft Excel	<input type="text"/>	<input type="text"/>	<input type="text"/>

	<u>Good</u>	<u>Very good</u>	<u>Excellent</u>
11. English Language:			
Written	<input type="text"/>	<input type="text"/>	<input type="text"/>
Spoken	<input type="text"/>	<input type="text"/>	<input type="text"/>
Secretariat/PR skills	<input type="text"/>	<input type="text"/>	<input type="text"/>
Experience in writing General/ Events Reports	<input type="text"/>	<input type="text"/>	<input type="text"/>
Computer Hardware/Technical skills	<input type="text"/>	<input type="text"/>	<input type="text"/>

12. Qualifications in above, if any

13. Work Experience (Nature of work / Organization / Period) :

- i)
- ii)
- iii)

14. 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.

Place:

Date:

(Signature of Applicant)