

Date: 1 May, 2019



**High Commission of India
Kuala Lumpur**

Job Vacancy

High Commission of India, Kuala Lumpur, has the following position to be filled immediately:

No. of Post	:	One
Position	:	Lower Divisional Clerk
Pay	:	Starting salary RM 2410/- per month
Other benefits	:	Annual bonus salary and Annual leave and EPF contribution.

Job Description:

Data entry clerk.

Eligibility Criteria:

- * Post Graduation/Graduation from a recognized University/College in any discipline.
- * Proficiency and typing speed in computers.
- * Applicant must be an expert in all basic computer applications, including MS Office.
- * Applicant must have completed 18 years of age and should be below 40 years of age as on 1 May, 2019.
- * Applicant must be free of any criminal records; full details of any ongoing police/court cases or judicial trials must be reported clearly in applicant's resume.

Preferable:

– a good command of English and Malay

Documents to be submitted at the time of interview:

-CV, photocopy of passport/IC, photocopy of proof of educational qualification

Interested candidates are requested to submit a complete resume with recent photograph by e-mail to hoc.kl@mea.gov.in by 7 May, 2019.

Please note:

- Only candidates having local work-permit/resident visa in compliance with local rules and regulations to work in foreign diplomatic missions will be eligible for consideration.
- Candidate should be in good mental and physical health. At the time of offer of appointment, candidates need to submit a medical fitness certificate.
- The selection process will be decided by the High Commission of India, Kuala Lumpur which will be conveyed to the candidates through email after preliminary scrutiny and its decision in the selection process will be final and binding.