

Date: April 18, 2018



**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:

Keeping abreast of the news scene in Malaysia by

- Reading the local newspapers every day.
- Tracking the other news media like TV or important official websites.
- Preparing news briefs regularly.
- Translating Malay & Tamil newspapers reports into English.
- Translation work – between English, Tamil and Malay
- Administrative work relating to newspapers, books and media.
- Any other work assigned by the office

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 as on April 017, 2018.
- * 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
- a qualification in translation or journalism
- a qualification in linguistics

Interested candidates are requested to submit a complete resume with recent photograph by e-mail to hoc.kl@mea.gov.in by April 28, 2018.

Please note:

- It will be applicant's responsibility to arrange work permit from Malaysian Immigration Department in case he/she is non-Malaysian.
- The selection process will be decided by the High Commission of India, Kuala Lumpur and its decision in the selection process will be final and binding.