



**High Commission of India
Kuala Lumpur**

Job Vacancy

High Commission of India, Kuala Lumpur invites application for the following new post of Marketing Assistant in Commerce Section:

No. of Post	:	One
Position	:	Marketing Assistant
Pay	:	Starting salary RM 3,375/- per month
Other benefits	:	Annual bonus and Annual leave and EPF contribution.

Eligibility Criteria:

- * Post Graduation/Graduation from a recognized University/College in any discipline, preferably International commerce/ marketing/ economics/ business/ finance.
- * 1-2 years previous work experience is preferable.
- * Excellent proficiency and typing speed in computers.
- * Applicant must be an expert in all basic computer applications, including MS Office.
- * Applicant should be fluent in spoken and written English and Bahasa Malay; knowledge of any Indian language or Chinese will be appreciated.
- * Applicant must have completed 18 years and must be under 50 years of age as on 31 July, 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.

Interested candidates are requested to submit a complete resume with recent photograph by e-mail to fscom.kl@mea.gov.in by 5 September, 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.