



**High Commission of India
Kuala Lumpur**

Job Vacancy

Date: **15 July 2020**

Applications are invited for the post of a Lower Division Clerk in the High Commission of India, Kuala Lumpur. Details are given below:

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

Job Description:

- Carrying out Press & Information work, General office work, filing of papers, processing of bills etc.
- Preparing Daily News Analysis
- Liaising and correspondence with relevant Government agencies and media organizations
- Keeping updates of local news
- Tracking of news media like TV, Online news and important official websites.
- Monitor social media
- Translating Malay & Tamil news/documents into English and vice-versa.
- Maintaining books, journals and magazines of the High Commission
- Any other work assigned by the office

Essential Qualifications:

- Applicant should have completed Graduation from a recognized University/College in any discipline.
- Applicant must have completed 18 years of age and not above 40 years as on 1.8.2020.
- Applicant should have good command over spoken and written English, Malay and Tamil
- Applicant should have proficiency in all basic computer applications, including MS Office.
- Applicant should have good typing speed in computers.
- Applicant should be able to draft and post comment on social media
- 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.

Desirable Qualifications:

- Demonstrates dedication and pro-active approach. Strong management capability and ability to prioritize and deal with multiple tasks.
- a qualification in translation or journalism

Interested candidates are requested to submit a complete resume with recent photograph by e-mail to hoc.kl@mea.gov.in and CC to fspol.kl@mea.gov.in with subject- "Application for LDC".

Last date of submission of Application: 25 July 2020

Please note:

- All applicants should have the right to live and work in Malaysia. The High Commission of India does not sponsor work permits.
- 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.