

Date: 30 Oct, 2018



High Commission of India
Kuala Lumpur

Job Vacancy

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

No. of Post	Position	Pay	Other benefits	Job Description	Eligibility Criteria
One	Lower Divisional Clerk	Starting salary RM 2410/- per month	Annual bonus salary and Annual leave and EPF contribution	Data entry clerk	*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. * Minimum 1 year work experience is preferable * A good command of English.
One	Messenger	Starting salary RM 1450/- per month	Annual bonus salary and Annual leave and EPF contribution	Office boy	* Minimum qualification is SPM * Applicant should be able to converse in English
One	Contingency clerk (temporary)	RM 2410/- per month	NIL	Data entry clerk	* Minimum qualification is SPM * Good computer/typing skills * A good command of English

Please Note:

- Applicant must have completed 18 years of age and should be below 40 years of age as on 1 October, 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.
- 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.

Interested candidates are requested to submit a complete resume with recent photograph by e-mail to hoc.kl@mea.gov.in by 5 November, 2018.