

Date: 23 September 2024



**High Commission of India
Kuala Lumpur**

Job Vacancy for the Position of Messenger

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

No. of Post	: Two
Position	: Messenger
Pay	: Starting salary RM 1950/- per month
Other benefits	: Annual Bonus - One month's salary and EPF contribution.
Leave	: Annual leave 21 days and Medical leave 30 days

Qualifications/Skills:

- * Minimum qualification is SPM
- * Candidate should be able to converse in English.
- * Applicant must have completed 18 years of age and should be below 40 years of age as on 01 September 2024.
- * 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.

Job requirements

Selected candidate will be responsible for maintaining cleanliness, moving files and papers, maintaining office records, sending faxes, making photocopies, assisting with routine office work, assisting with computer work, delivering posts or mail, serving tea/coffee/water etc. to visitors, and any other duty assigned to them.

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 passport size photograph by e-mail to admn.kl@mea.gov.in and hoc.kl@mea.gov.in by 04 October 2024.

Please note:

- In case of a non-Malaysian applicant, he/she should have 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 and candidates short-listed for consideration will be informed through email after preliminary scrutiny. The decision of the High Commission in the selection process will be final and binding.