



**High Commission of India
Kuala Lumpur**

Job Vacancy – Accountant-cum-Clerk at NSCBICC

High Commission of India, Kuala Lumpur invites applications for the post of Accountant-cum-Clerk at Netaji Subhash Chandra Bose Indian Cultural Centre (NSCBICC).

Initial Basic Pay : RM 3200 per month
Other benefits : Annual Bonus - One month's salary
Leave : Annual leave 21 days and Medical leave 30 days

The essential qualifications for the post are as following:

- a. Graduate degree from a recognized University preferably in Commerce/Accounts
- b. Proficiency in English and Bahasa Melayu, both, in writing and speaking
- c. Proficiency in designing brochures, e-newsletters, banners etc.
- d. Experience in event planning, Coordination & Management.
- e. Proficiency in all computer applications including MS office, Excel
- f. Good command of IT skills and Web knowledge
- g. Past experience of working in financial institution/cultural organizations/event management will be desirable
- h. **Age: 21-40 years**

Applications, along with contact details, should be sent to hoc.kl@mea.gov.in and adm.kl@mea.gov.in not later than **07 March 2025** Only short listed candidates would be interviewed.

Please note:

- Only candidates having 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 which will be conveyed to the candidates through email after preliminary scrutiny and its decision in the selection process will be final and binding.
