



## EMBASSY OF INDIA

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No. Yan/Cons/424/ 1/2011-Pt-II

08.02.2019

### NOTICE FOR RECRUITMENT ON CONTINGENCY BASIS

Embassy of India, Yangon invites applications from eligible candidates for one Temporary Local Staff on contingency basis for a short period **till 31.03.2019 from the date of joining.**

2. The required qualifications, duties and responsibilities will be as follows:

Sl No.	Posts	Qualification	Duties / Responsibilities
1	<b>Temporary Local Staff on Contingency Basis</b>	Graduate with proficiency in computer knowledge like MS Word, Excel, Access, PowerPoint, Linux and web-based application; working knowledge of Myanmar and English	Data entry, pasting of visa stickers on passports, any other work as assigned.

3. The candidates should send the **typed applications** in prescribed format (copy attached) complete in all respect along with all supporting documents to **Head of Chancery, Embassy of India, 545-547 Merchant Street, Yangon by 13.02.2019** in a closed envelope.

4. The interview for selection of temporary local staff on contingency basis will be held on 14.02.2019 at 0300 P.M at Embassy of India, Yangon.
5. Normal working hours of the Embassy is 0900 hrs to 1730 hrs (lunch 1300 hrs to 1330 hrs) from Monday to Friday. In exigencies, successful candidate may be required to work beyond normal office hours and/or on holidays.
6. The successful candidates should not have any criminal cases against them. The appointment will be subject to security clearance from local authorities.
7. The salary is US\$360/- per month and non-negotiable.



(Shweta Singh)

First Secretary Secretary & Head of Chancery