

Embassy of India
Yangon

Subject: Corrigendum to the Recruitment Notice No. 01/2023

With reference to the recruitment notice no 01/2023 dated 07.08.2023 pertaining to recruitment for the post of Clerk cum Receptionist in the Embassy of India, Yangon, para 2 of the notice may be corrected to read as:

Sl. No.	Qualification	Duties / Responsibilities
1	<p>Essential:</p> <p>1 Graduate from any recognised University in Myanmar with basic knowledge of computer & IT;</p> <p>2 The candidate should have a good understanding of Computer and information technology.</p> <p>3 The candidate should have a basic knowledge of handling audio-visual system.</p> <p>4 The candidate should be able to communicate in English, Burmese and Hindi.</p> <p>5 Should have a pleasant personality.</p> <p>Desirable:</p> <p>Working experience as Receptionist / Clerk</p>	<p>1 To usher visitors;</p> <p>2 To attend telephone;</p> <p>3 To keep record of visitors ;</p> <p>4 To maintain registers of daily daks received through postal services and proper distribution of them;</p> <p>6 Typing on computer;</p> <p>7 Handling audio-visual equipment;</p> <p>8 Any other duty as assigned by senior officials.</p>

2. The last date of submission has also been extended till **12 September, 2023 (1700 hrs)**.
3. All other terms and conditions in the notice will remain unchanged.

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(Reeta Meena)
Head of Chancery)