

Embassy of India
Yangon
Recruitment Notice No. 01/2023
TERMS & CONDITIONS FOR RECRUITMENT

Applications are invited from suitable candidates, for the Post of one Clerk Cum Receptionist in the Embassy of India, Yangon. Terms & Conditions for recruitment of the post is as follows :

Sr. No.	Name of the Post	Number of Vacancy	Age limit
1	Clerk cum Receptionist	One	20-35 years

2 The required qualification, duties and responsibilities of the incumbent will be as follows :

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

3 The candidate must be a Myanmar citizen or has local work-permit etc. (in case of foreigner), in compliance with local rules and regulations to work in foreign Diplomatic Mission.

4 The candidate should be in good mental and physical health. At the time of offer of appointment, candidate needs to submit a medical fitness certificate.

5 The candidates should send the applications in prescribed format (copy attached) complete in all respect along with all supporting documents like proof of age, educational qualification, work experience to Head of Chancery, Embassy of India, 545-547, Merchant Street, Yangon by 1700 hrs on **30.08.2023** either by Post or by email to hoc.yangon@mea.gov.in, adm.yangon@mea.gov.in and polsec.yangon@mea.gov.in.

The envelope should be superscribed "Application for the Post of Clerk Cum Receptionist" and the subject of the email should be "Application for the Post of Clerk Cum Receptionist in Embassy of India, Yangon"

6 Applications received after due date or which is not in the prescribed format or without requisite documents will not be considered. After scrutiny of the application forms, date of interview/ written test will be conveyed to the applicants by e-mail and/ or phone.

7 Normal working hours of the Embassy is 0900 hrs to 1730 hrs (lunch 1300 hrs to 1330 hrs) from Monday to Friday. In exigencies, the employee may be required to work beyond normal office hours and / or on holidays.

8 The candidate should not have any criminal cases again him/her. The appointment will be subject to security clearance from concerned authorities.

9 Solicitation of any kind will be regarded as disqualification. No telephonic enquiry will be entertained. Queries can only be made by email to hoc.yangon@mea.gov.in, adm.yangon@mea.gov.in and polsec.yangon@mea.gov.in.

10 Selection will be through written test and interview.

11 The last date for submission of application is **1700hrs on 30 August 2023**.

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(Reeta Meena)

Head of Chancery

Embassy of India, Yangon

07 August, 2023

**EMBASSY OF
INDIA YANGON**

**RECRUITMENT FOR THE POST OF CLERK CUM
RECEPTIONIST
(Recruitment Notice No. 01/2023)**

1	Name		Paste passport size photograph here
2	Father's Name		
3	Mother's Name		
4	Date of Birth		
5	Passport / FRC / NRC No.		
6	Nationality		
7	Religion		
8	Marital Status		
9	Permanent Address		
10	Residential Address		
11	Mobile No / Contact No		
12	E-mail		
13	Educational Qualification		
	Grade / Course	Year	Subjects
(i)	High School		
(ii)	Bachelor Degree		
(iii)	Master degree		
14.	Any other qualification (s)		
	Grade / Course	Year	Subjects
(i)			

(ii)				
15	Computer Literacy, if any			
	Grade / Course	Year	Subjects	
(i)				
(ii)				
16	Work experience, if any (Additional page may be obtained if needed)			
	Name of the Post	Period	Nature of work / responsibilities	
(i)				
(ii)				
17	Language literacy (Please write YES or NO as applicable)			
	Name of the language	Read	Write	Speak
(i)				
(ii)				
(iii)				
(iv)				
18	Is there any criminal case pending against you			
19	Any other information			

I declare that the above information provided by me is true to the best of my knowledge. I understand that, if any wrong information is provided by me, and is detected in future, my candidature / job (if selected) is liable to be canceled.

(Signature of the applicant)

Date:.....

Place:.....

(Please attach all relevant documents along with this form)