

Embassy of India
Yangon
Recruitment Notice No. 02/2024
TERMS & CONDITIONS FOR RECRUITMENT

Applications are invited from suitable candidates, for the Post of one Peon and Chowkidar (Local Security Guard) 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	Peon	One (01)	20-35 years (as on 01.04.2024)
2	Chowkidar (Local Security Guard)	One (01)	20-35 years (as on 01.04.2024)

2 The required qualification, duties and responsibilities of the candidate are as follows :

Sl. No.	Qualification	Duties / Responsibilities
1	<p>Essential: For Peon: 1 Grade 10 from any recognized School in Myanmar. 2 Should have a pleasant personality. 3 Must have a good understanding of English and Burmese 4 Good Driving skills and have a valid driving license</p> <p>For Local Security Guard: 5 Grade 10 from any recognized School in Myanmar. 6 Should have a pleasant personality. 7 Must have a good understanding of English and Burmese</p> <p>Desirable: 1. Working experience 2. Basic Knowledge of Hindi</p>	<p>For Peon: 1 To usher visitors; 2 Moving paper/files from one desk/office to other; 3 Any other duty as assigned by the senior officials.</p> <p>For Local Security Guard: 1. Inspect and patrol premises regularly. 2. Monitor property entrance. 3. Authorize entrance of people and vehicles. 4. Report any suspicious activities in and around the Embassy premises. 5. Any other duty as assigned by the senior officials.</p>

3 The candidate must be a Myanmar citizen.

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 **14.06.2024** either by Post or by email to hoc.yangon@mea.gov.in, admn.yangon@mea.gov.in and polsec.yangon@mea.gov.in. The envelope should be superscribed "Application for the Post of Peon" or "Application for the Post of Chowkidar" and the subject of the email should be "Application for the Post of Peon in Embassy of India, Yangon" or "Application for the Post of Chowkidar 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. 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 inquiry will be entertained. Queries can only be made by email to hoc.yangon@mea.gov.in, admn.yangon@mea.gov.in and polsec.yangon@mea.gov.in.

10 Selection will be through interview.

11 The last date for submission of application is **1700hrs on 14 June 2024.**

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(Raj Kapoor)

Head of Chancery

Embassy of India, Yangon

24 May, 2024

**EMBASSY OF
INDIA YANGON**

**RECRUITMENT FOR THE POST OF PEON
(Recruitment Notice No. 02/2024)**

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)