



**EMBASSY OF INDIA
YANGON**

RECRUITMENT NOTIFICATION-01/2018

Embassy of India, Yangon invites applications from eligible candidates for one post of Clerk. Application Form and other eligibility criteria are available at our website www.embassyofindiyangon.in. The last date of submission of application is **05.04.2018**. Applicants may contact Embassy for further information (Tel: 391219/243972).

Sd/-
Head of Chancery
14.03.2018

**EMBASSY OF INDIA
YANGON**

ELIGIBILITY AND TERMS & CONDITIONS FOR RECRUITMENT

With reference to Recruitment Notice No. 01/2018, Terms & Conditions for recruitment of the following posts are as follow:

Name of the post	Number of Vacancy	Maximum Age as on 01.03.2018	Starting Monthly Salary
Clerk	1	28 years	US\$ 600

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

<i>Qualification</i>	<i>Duties / Responsibilities</i>
Graduate with computer skill, high level of Myanmar and English communication (written and spoken) skills.	Coordination with local authorities in various administrative matters, handling of protocol related works, maintenance of files etc and any other works as assigned by senior officers from time to time.

3. The candidates should send the 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 latest by **05.04.2018** in a closed envelope.

4. 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/test will be conveyed to the applicants by e-mail and would also be published on Embassy website www.embassyofindiayangon.in

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 candidates 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 non-negotiable.

Sd/-
(Shweta Singh)
First Secretary & Head of Chancery

**EMBASSY OF INDIA
YANGON**

APPLICATION FOR THE POST OF CLERK-2018

1	Name		Paste your 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/Phone No.		
12	E-mail		
13	Educational qualification <i>(Please attach of self-attested certificate)</i>		
(i)	Grade/Course	Year	Subjects
(ii)	High School		
(iii)	Bachelor Degree		
(iv)	Master Degree, if any		
14	Any other qualification(s) <i>(Please attach of self-attested certificate)</i>		
(i)	Grade/Course	Year	Subjects
(ii)			
(iii)			
(iv)			
(v)			

15	Computer literacy <i>(Please attach of self-attested certificate)</i>			
(i)	Course	Year	Subjects	
(ii)				
(iii)				
16	Work experience <i>(Please attach of self-attested certificate)</i>			
(i)	Name of the post	Period	Nature of work/responsibilities	
(ii)				
(iii)				
(iv)				
17	Language literacy <i>(please write YES or NO as applicable)</i>			
(i)	Name of the language	Read	Write	Speak
(ii)				
(iii)				
(iv)				
18	Is there any criminal case pending with 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 cancelled.

(Signature of the applicant)

Date :

Place :

(Please attach all relevant documents along with this form)