



### **RECRUITMENT NOTICE**

Embassy of India, Yangon invites applications from eligible candidates for the posts of (a) Marketing Executive: 1; (b) Development Cooperation/Marketing Assistant: 1; (c) Assistant: 1; & (d) Clerk: 1. Application Form and other eligibility conditions are available at our website [www.indiaembassyyangon.net](http://www.indiaembassyyangon.net)

The duly filled in application in prescribed format complete in all respect along with all supporting documents may be submitted to Head of Chancery, Embassy of India, 545-547 Merchant Street, Yangon by 16.12.2016. Applications received after due date or which is not in the prescribed format or without requisite documents will not be considered. Applicants may contact Embassy for further information (Tel: 391219 / 243972).



**EMBASSY OF INDIA**

545-547, Merchant Street

Post Box No. 751

Yangon, Myanmar

Tel: (951) 391219, 243972, 388412

Fax: (951)254086, 250164, 388414

Email: admn.yangon@mea.gov.in

No. Yan/Adm/578//1/2015

05.12.2016

**GENERAL TERMS & CONDITIONS FOR RECRUITMENT**

Embassy of India, Yangon invites applications from eligible candidates for the following posts:.

	Name of the post	Number of Vacancy	Maximum Age as on 31.12.2016	Starting Monthly Salary in US\$
1	Marketing Executive	1	35 years	645 + 16% Allowance
2	Development Cooperation / Marketing Assistant	1	30 years	540 + 16% Allowance
3	Assistant	1	30 years	540 + 16% Allowance
4	Clerk	1	28 years	430 + 16% Allowance

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

Sl No.	Posts	Qualification	Duties / Responsibilities
1	Marketing Executive	Graduate preferably in Commerce/ Business Administration from any recognized university in Myanmar; good knowledge of modern office procedure and equipment like Microsoft Word, Excel, Access, PowerPoint, Linux and web-based application; high level of Myanmar and English communication (written and spoken) skills and high level of analytical skills. Previous experience in similar nature of work is highly desirable.	Handling of business delegations including logistic arrangements, trade inquires compilation of trade data, preparation of monthly trade report, coordination with concerned local Ministries, Chamber of Commerce of both countries; drafting letters and notes; organizing trade events, maintenance of files etc and any other works as assigned.



		high level of analytical skills. Previous experience in similar nature of work is highly desirable.	
2	Development Cooperation Marketing Assistant	Graduate from any recognized university in Myanmar; good knowledge of modern office procedure and equipment like Microsoft Word, Excel, Access, PowerPoint, Linux and web-based application; high level of Myanmar and English communication (written and spoken) skills. Previous experience in similar nature of work is highly desirable.	Keep track of ongoing projects, handling of delegations including logistic arrangements, coordination with concerned local authorities and Ministries in connection with development projects, managing financial arrangements, maintenance of files etc and any other works as assigned.
3	Assistant	Graduate preferably in Commerce from any recognized university in Myanmar; good knowledge in accounting system; good knowledge of modern office procedure and equipment like Microsoft Word, Excel, Access, PowerPoint, Linux and web-based application; high level of Myanmar and English communication (written and spoken) skills. Previous experience in accounts is highly desirable.	Preparation and maintenance of Books of Accounts, preparation of salary, verification & disburse payment of various bills, preparation of Bank Reconciliation Statement, preparation of budget, preparation of Fund Flow Statement, calculation of TDS for filling its return etc. in accordance with rules and regulations etc and any other works as assigned.
4	Clerk	Graduate with computer skill, high level of Myanmar and English communication (written and spoken) skills. Previous experience in accounts is highly desirable.	Coordination with local authorities in various administrative matters, handling of consular work as and when required, maintenance of files etc and any other works 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 **16.12.2016** 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 publish at our website.
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.



*Tadu Mamu*  
(Ms. Tadu Mamu)  
Second Secretary & Head of Chancery