

Embassy of India
Yangon
Recruitment Notice No. 02/2020

TERMS & CONDITIONS FOR RECRUITMENT

Embassy of India, Yangon invites applications from suitable candidates, for its Liaison Office in Nay Pyi Taw situated at Park Royal Hotel, Jade Villa - 13 / 14, Hotel Zone (3), Dekhina Thiri Township, Nay Pyi Taw. Terms & Conditions for recruitment of the post is as follows : -

Sr. No.	Name of the Post	Number of Vacancy	Maximum as as on 08.01.2021	Place of Duty	Starting monthly salary in US \$
1	Clerk	1	30 years	Nay Pyi Taw	600 *

* No other allowances e.g. Dearness Allowances, House Rent Allowances, Conveyances Allowances, Medical Allowances etc. will be paid

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

Sr. No.	Post	Qualification	Duties / Responsibilities
1	CLERK	Graduate on any discipline from any recognized university in Myanmar with knowledge of computer & IT. The candidate should be able to communicate in both English and Myanmar (written and spoken). Preference will be given to the candidates able to write reports and translate Myanmar to English & vice versa and who have experience of working with other Embassy / Multi-national Firm/large business organization / NGO. Knowledge of Hindi and familiarity with functioning of government offices in Myanmar would be an added advantage.	The job profile requires, inter alia, general office administration, accounts and liaisons with offices of Myanmar Government and its different agencies & international organisations. He / She is expected to maintain work place confidentiality or any task assigned by Liaison Officer.

3. Candidate must be a Myanmar citizen or have 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, candidates need 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, experience to **Head of Chancery, Embassy of India, 545-547, Merchant Street, Yangon by 8 January, 2021** either by **POST** or by **E-MAIL** to ga.yangon@mea.gov.in. The envelope should be superscribed "Application for the post of CLERK for Liaison Office, Nay Pyi Taw" and the subject of the email should be "Application for the post of CLERK for Liaison Office, Nay Pyi Taw"

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 successful candidates should not have any criminal cases against them. The appointment will be subject to security clearance from local 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 ga.yangon@mea.gov.in

(Sankar Nandi)
Head of Chancery

**EMBASSY OF INDIA
YANGON****RECRUITMENT FOR THE 'POST OF CLERK FOR LIAISON OFFICE, NAY PYI TAW'**

1	Name		Paste your recent 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		
	Grade / Course	Year	Subjects
(i)	High School		
(ii)	Bachelor Degree		
14	Any other qualification (s)		
	Grade / Course	Year	Subjects
(i)			
(ii)			
(iii)			
15	Computer Literacy		
	Course	Year	Subjects
(i)			
(ii)			
(iii)			

16.	Work Experience			
	Name of the Post	Period	Nature of work / responsibilities	
(i)				
(ii)				
(iii)				
17	Language Literacy (please write YES or NO as applicable)			
	Name of the language	Read	Write	Speak
(i)				
(ii)				
18	Is there any criminal case pending against you?			
19	Any other information candidates wish to submit (Extra page can be added, if needed)			

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 (if selected) is liable to be canceled.

.....
(Signature of the Applicant)

Date:.....

Place:.....

(Please attach all relevant documents along with this form)