

EMBASSY OF INDIA
Recruitment Notice Number 01/2020
TERMS & CONDITIONS FOR RECRUITMENT

Applications are invited from suitable candidates, for the post of Local Clerk cum caretaker on contractual basis for initial period of two years and Multi Tasking Staff / Messenger in the Embassy of India, Yangon. Terms & Conditions for recruitment of the following posts are as follow:

Sr.No.	Name of the post	Number of Vacancy	Maximum Age as on 31.10.2020	Starting monthly salary in US\$
1	Clerk	1	30 years	600
2	Peon	1	30 years	360

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

Sl No.	Posts	Qualification	Duties / Responsibilities
1	Clerk/Caretaker (Contractual post for two years)	Graduate from any recognized university in Myanmar with basic knowledge of computer and IT; The candidate should be able to communicate in both English and Myanmar (written and spoken). The candidate would be required to take care of a modern building with latest equipments / gadgets. Preference will be given to candidates having previous experience in similar work / having technical background preferably in electrical engineering. Knowledge of Hindia would be an added advantage.	To take care of the technical, secretarial and other aspects for proper upkeep & maintenance of a modern state of the art building having lift, central air conditioning, modern lighting system, generator, modern fire fighting system, CCTV etc. He will be the keeper of necessary documents/files related to the upkeep of the building and any other works as assigned by senior officers.
2	Peon /Messenger	Candidate must have passed high school examination with some basic knowledge of computer. Knowledge of English and Myanmar (written and spoken) is essential. Knowledge of Hindi will be an added qualification.	Delivery of files/letter/documents within and outside of Embassy and any other works as assigned by senior officers from time to time.

3. The 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 **12.11.2020** either by post or by email to ga.yangon@mea.gov.in. The envelope should be superscribed "Application for the post of)" and the subject of the email should be "Application for the post of"

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 VARIOUS POSTS 2020

Post applied for

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)	Grade/Course	Year	Subjects
(ii)	High School		
(iii)	Bachelor Degree		
(iv)	Master Degree		
14	Any other qualification(s)		
(i)	Grade/Course	Year	Subjects
(ii)			
(iii)			
15	Computer literacy		
(i)	Course	Year	Subjects
(ii)			
(iii)			

16	Work experience			
(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 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 cancelled.

(Signature of the applicant)

Date :

Place :

(Please attach all relevant documents along with this form)