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Embassy of India, Yangon

Recruitment Notice No. 03/2024

TERMS AND CONDITIONS FOR RECRUITMENT

1. Applications are invited from suitable candidates, for the post of one Multi-tasking Staff in the Embassy of India, Yangon on temporary basis (03 monthly recurring). Terms and Conditions for recruitment of the post is as follows: -

Name of the Post : Multi-tasking Staff

Number of Vacancy : One (01)

Age Limit : 25-45 years (as on 01 Sep 24)

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

<u>Qualification</u>	<u>Duties/ Responsibilities</u>
Education. Grade 10 from any recognized school in Myanmar.	Messenger. Delivering documents, files, packages etc within or outside office.
Personality. Should have a pleasant personality.	Clerical Support. Assistance with photocopying, filing and distributing mail.
Language. Must have good understanding of English and Burmese.	Assisting Staff. Providing support to office staff as needed.
Additional Skills. Good driving skills and have valid driving license.	Reception Support. Ushering visitors.
Work Experience. As office staff (not compulsory).	Attending Visitors. Basic hospitality and refreshment management.
Citizenship. Myanmar citizen	Assisting with Office Supplies. Keeping track of office supplies and restocking as necessary.
	Miscellaneous Task. Performing any other tasks as directed by senior staff.

3. The candidate should be in good mental and physical health. At the time of the offer of the appointment, candidate needs to submit a medical fitness certificate.

4. 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 28.08.24 either by Post or by email to hoc.yangon@mea.gov.in and adm.n.yangon@mea.gov.in. The envelope should be superscribed "Application for the post of Multi-tasking Staff" and the subject of the email should be "Application for the post of Peon in Embassy of India, Yangon".

5. 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 will be conveyed to the applicants by e-mail and/or phone.
6. Normal working hours of the Embassy is 0900 hrs to 1730 hrs (lunch 1300 -1330 hrs) from Monday to Friday. The employee may be required to work beyond normal office hours and / or on holidays.
7. The candidate should not have any criminal cases against him/her. The appointment will be subject to security clearance from concerned authorities.
8. 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, and admn.yangon@mea.gov.in.
9. Selection will be through an interview.
10. The last date of submission is 1700 hrs on 28 Aug 24.



(Raj Kapoor)
Head of Chancery
Embassy of India, Yangon
07 Aug 24

EMBASSY OF INDIA YANGON

RECRUITMENT FOR THE POST OF MULTI-TASKING STAFF
(Recruitment Notice No. 03/2024)

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
	(a) High School		
	(b) Bachelor Degree		
	(c) Master Degree		
14.	Any other qualification (s)		
	Grade / Course	Year	Subjects
	(a)		
	(b)		

15.	Computer Literacy, if any			
	Grade / Course	Year	Subjects	
	(a)			
	(b)			
16.	Work experience, if any (Additional page may be obtained if needed)			
	Name of the post	Period	Nature of work/ responsibilities	
	(a)			
	(b)			
17.	Language literacy (Please write YES or NO as applicable)			
	Name of the language	Read	Write	Speak
	(a)			
	(b)			
	(c)			
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)