



भारतीय उच्चायोग माले
High Commission of India
H. Athireege Aage
Ameer Ahmed Magu
Male'
Republic of Maldives
Tel: 3323015, 3323016
Fax: 3324778

Vacancy for temporary post of "Clerk" & "Messenger"

High Commission of India is looking for temporary appointments to the post of Clerk (*for a maximum duration of up to 5-6 months*) and a messenger (*for a maximum duration of up to 2 months*)

Qualifications Required:

- i. **For post of Clerk:** Minimum GCE 'A' level or higher. Candidate must be fluent in spoken and written English and familiar with MS Office tools.
- ii. **For post of Messenger:** Minimum GCE 'O' level or higher. Candidate must be fluent in spoken and written English.

Experience: One year experience in similar office work is desirable.

Job Description: Official work in High Commission of India.

Total Monthly Wages:

- i. **For Clerk:** MVR 8,750/-
- ii. **For Messenger:** MVR 6,150/-

(for both jobs, total payment will be based on the actual number of days of work performed during a month)

Interested applicants may apply with complete CV and attach copies of certificates, ID Card copies, along with Police Verification Report and copies of reference provided by previous employer, if any, **on or before 9th July 2020** by email to attadm.male@mea.gov.in.

The selected candidate for the post of clerk will be required to sign a labour contract with the High Commission.

For any queries, please call: 3323015/3323016