



High Commission of India

Nicosia

ADVERTISEMENT

CLERK REQUIRED

The **High Commission of India, Nicosia** proposes to appoint a suitable candidate to the post of the Clerk with the starting basic pay of Euro 1,235 with 3% annual increment on basic pay plus 15% COLA per month. Interested candidates may send their applications along with the curriculum vitae.

Essential education qualifications/attributes for prospective applicants are as follows:

- a) Cypriot national and legal Resident of the Republic of Cyprus below the age of 35 years;
- b) Legally permitted to take up employment;
- c) Knowledge of Greek and English, both spoken and written with ability to translate and interpret from either language to the other;
- d) Experience of Working in Microsoft Word/Excel.
- e) Minimum Bachelor's Degree in any stream.

Experience: 1-2 years secretarial/clerical experience preferred.

For Foreign national other than Cypriot: Only candidates having local work-permit/resident visa etc., in compliance with local rules and regulations to work in foreign Diplomatic Missions will be eligible for consideration.

JOB PROFILE:

- a) Handling trade related queries from India and Cyprus;
- b) Coordination with Trade and Commerce Organisations;
- c) Trade/Commerce related activities;

How to apply:

Interested applicants must submit the following:

1. Detailed CV/Resume with a Cover letter
2. Filled Pro-forma Application Form (link - <https://hci.gov.in/nicosia/?pdf18097?000>)
3. Proof of Residence Permit
4. Proof of Citizenship
5. Passport size photograph
6. Copies of Educations Qualifications and Work Experience

Applications may be sent at the following address by **03rd January 2024**.

The Head of Chancery

High Commission of India

No. 3, Indira Gandhi Street, Montparnasse Hill, P.O. Box No. 25544, Engomi-2413,
Nicosia

Email: hoc.nicosia@mea.gov.in

Tel. No. 22351741, 22351170(For inquiries between 0900 hrs to 1600 hrs)

Please note: Only those candidates suitable for the position will be contacted for a personal interview.

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PROFORMA OF APPLICATION FORM

For the position of Clerk

1. Name :
2. Nationality :
3. Date of Birth:
4. Current Address:
5. Contact Number:
6. Language Proficiency:

Language	Level of Proficiency (Speaking/reading/writing)	Relevant Certification (if any)
English		
Greek		
Other language (if any)		

7. Academic Background:

S. No.	Institution name	Degree/Course	Year	Achievement (s)

8. Work Experience:

S.No.	Organization name	Duration	Position	Key Responsibilities/Achievements

* Please include experience (if any) related to interpretation / translation / secretarial work.

Place:

(Signature of the applicant)

Date: