



**HIGH COMMISSION OF INDIA
DAR-ES-SALAAM**

VACANCY

Applications are invited for recruitment against four posts of Local Clerk in the High Commission of India, Dar es Salaam as per the following terms and conditions:-

- i. **Minimum Education Qualifications** : Form VI with working knowledge of Computer (Candidates with graduation degree are encouraged to apply)
- ii. **Age** : Preferably 20 – 35 years
- iii. **Experience/Qualities** : Experience desirable. Candidate should be a team player with keen eye for details and multi-tasking capabilities
- iv. **Language** : Good command of written and spoken English and Kiswahili
- v. **Health & Medical** : The person should be in good health and medically fit. The medical certificate will be required before Issuing appointment letter
- vi. **Police record** : Appointment is subject to police clearance
- vii. **Salary per month** : Pay Scale as per Government of India approval. At present it is USD 450/- plus allowances.
- viii. **Nature of Job** : The job entails handling work like putting up drafts/notes, settlement of invoices, liaison with local authorities when required, protocol work and any other such work as assigned by reporting officers

Interested candidates may send their application along with their CV to the Head of Chancery, High Commission of India, 215/51, Shaaban Robert Street, P.O. Box No. 2684 ,Dar es Salaam, or by e-mail to hoc.deslaam@mea.gov.in within ten days from the day of the publication of this advertisement. Candidates are requested to enclose recent passport size photograph and copy of Identity card in their application.

The candidates would be selected based on the Interview by three member committee of the High Commission. The selected candidate would be on probation for a period of three months and confirmation would be subject to successful clearance of probation.

