

HIGH COMMISSION OF INDIA
DAR ES SALAAM

Applications are invited for recruitment against one post of Local Clerk in the High Commission of India, P.O.Box 2684, Plot No. 213/51, Shaaban Robert Street, Dar es Salaam as per following terms & Conditions:-

(i) Qualification: Form VI with working knoweledge 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 mentally fit. The medical certificate will be required before issuing appointment.
vi) Police record: Appointment is subject to police clearance
(vii)Salary per month: USD 810/- plus allowances approved by Government of India.
(viii) Nature of Job : The job entails handling work like putting up drafts/notes, settlement of invoices, liasion with local authorities when required, protocol work and any other such work as assigned by reporting officers

Interested candidates may send their applications to the Head of Chancery, High Commission of India P.O.Box 2684, Plot No. 213/51, Shaaban Robert Street, Dar es Salaam either in hard copy or email to **recruit.hcitz@gmail.com** before November 16th 2026.

The selected candidate would be on probation for a period of three months and confirmation would be subject to successful clearance of probation.