

JOB OPPORTUNITY AT HIGH COMMISSION OF INDIA, LONDON

Applications are invited from interested candidates for the following post in the High Commission of India, London:

S.No.	Name of Post	Pay-Scale
1.	Clerk	£1620-49-2355-71-3065-92-3985 (plus admissible Cost of Living Allowance).

2. Graduates with knowledge of computer applications and fluency in English are eligible. Candidates having previous experience and with good typing skills on computer would be preferred. Knowledge of other Indian languages would be an added advantage. The sphere of work would be administrative & clerical work which includes answering telephone calls, typing work and file management etc.
3. It is mandatory for the applicants to have long term valid UK Work Permit/VISA if they are not UK nationals. Resume/CV supported with copies of educational qualifications, passport copy and visa status may be sent by post/courier/email / by hand by **18th September, 2019** to:

The Head of Chancery
High Commission of India
India House, Aldwych,
London WC2B 4NA
Email: adm1.london@mea.gov.in

4. *CVs which are not supported by required documents viz. Passport/Visa/Educational Qualifications will be summarily rejected.* Selection of candidates will be based on performance in written test of English Language, General Aptitude / knowledge (on 25.09.2019). Shortlisted candidates after written test will be called for Computer Skill Test and Interview for final selection.
