

Advertisement

JOB OPPORTUNITIES AT HIGH COMMISSION OF INDIA, LONDON

Applications are invited for the following posts in the High Commission of India, London:

I. Clerk /Stenographer – Typist: Number of Vacancy – 01

- a) Graduates with knowledge of computer applications and fluency in English are eligible. Candidates having previous experience would be preferred.

II. Social Secretary: Number of Vacancy – 01

- a) Graduates with knowledge of computer applications and fluency in English are eligible. **Candidates with good typing skill on Computer and good knowledge of computer applications like Web based services, Photoshop, Social Media tools like Facebook, Twitter, Website, Youtube, Flickr etc will be preferred.**
- b) Knowledge of any other foreign or Indian language would be an added advantage. The sphere of work expected to be performed would, inter-alia, include scheduling of appointment, making logistical arrangements for various programmes, maintaining databases and any other work related to the official requirements of the High Commission. Applicants having previous experience in similar position would be preferred.

III. Chauffeur : Number of Vacancies – 01

- a) Good Command of English Language
b) Possess at least O/A Level of Qualifications or equivalent
c) Possess a valid British Driving Licence with driving experience of at least 05 years in UK
d) Clean driving licence
e) Familiarity with local addresses and surroundings

Benefits for Chauffeur-

- Competitive Salary, Paid Leave, Overtime Allowance
 - Travel and Daily Allowance
 - Yearly Bonus as per terms & conditions
2. **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 February, 2019** to:

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

3. Those resumes which ***are not supported by required Passport/Visa Status/Educational Qualification will be summarily rejected.*** Selection of candidates will be based on performance in written test of English Language, General Aptitude and Computer Skill Test followed by Interview for Clerk/Steno-Typist and for the post of Chauffeur, Interview followed by driving test.