



**High Commission of India
Port of Spain**

IMMEDIATE VACANCY

The High Commission of India in Port of Spain invites applications for eligible candidates to fill One (1) vacancy of **Locally Recruited Clerk**.

The candidate should have:

- Bachelor's Degree from a recognized University / Institution
- Proficient in handling work on Computer
- Decent communication skills (Both spoken and written) in English,
- Proficient in handling social media, publicity matters, press and media
- Aptitude to learn new skills and tasks
- Drive to take initiative and find solutions
- Keen to take on any additional responsibility assigned to him / her
- Preference will be given to candidates with prior experience

Upon selection, the candidate would be required to produce a Police Clearance Certificate and Medical Fitness Certificate.

Eligible candidates are invited to send their CV addressed to **Head of Chancery**, High Commission of India, 6A, Victoria Avenue, Port of Spain by post or email to hoc.pospain@mea.gov.in and adm.n.pospain@mea.gov.in latest by **13 December 2024**.

Short-listed candidates will be invited to attend an interview and the selected candidate will be required to join immediately.
