



Embassy of India
Yerevan

RECRUITMENT NOTICE

Embassy of India in Yerevan, Armenia invites application from the interested candidates for filling up the post of "**LOCAL CLERK**". Applications are invited from the interested candidates fulfilling the following Eligibility/criteria qualification etc.

Eligibility

Minimum Education Qualification: Graduate with fluency in English, Armenian and Russian languages.

Age: 28 Years minimum, fair knowledge of language -English (both written and spoken), Armenian and the Russian languages.

Working knowledge of computer including typing with a fair speed and use of Word, Excel, etc are essential.

Work Experience:- 3-5 Yrs of experience.
(Preferably in Diplomatic/International organizations)

Preference will be given to candidate(s) having adequate experience in handling variety of Administrative and PR jobs.

Responsibilities

The person will be responsible for handling various administrations, consular and other related jobs in the Embassy. Additionally, the person will also be required to contribute in the functioning of the Embassy of India and perform additional duties assigned to him/her from time to time.

Interested applicants may address their application/Curriculum Vitae to

Head of Chancery
Embassy of India,
50/2, Dzorapi Street, Yerevan, Armenia

By E-mail their resume to the following emails

ambassador@embassyofindia.am,
hoc@embassyofindia.am,
hoc.yerevan@mea.gov.in, and
administration@embassyofindia.am

Latest by:- 24 December, 2014.