



**Embassy of India
Monrovia**

Vacancy Advertisement for the recruitment of Local Staff

The Embassy of India in Monrovia invites applications for recruitment of Local Staff in the Embassy, as per details shown below:

(i) Clerk: 01 post

Essential Qualifications: Bachelor's degree in any stream. Good English language skills – both written and spoken. Fair Accounting Knowledge, Computer Knowledge with proficiency in MS Office/MS Excel along with good typing speed. At least 2 years' experience in the field relevant to the job description would be desirable. Valid Work/ Residence Permit. Age should be between 20-45 Years.

Pay Scale: US\$ 500-15-725-22-945-28-1225.

Interested candidates may send their applications along with relevant documents by e-mail to: admn.monrovia@mea.gov.in on or before **April 07, 2024**.

The specimen/soft copy of the "Application Proforma" may be accessed at Embassy of India, Monrovia www.indianembassymonrovia.gov.in under the module 'WhatsNew' and 'Vacancies at the Embassy' under 'About Embassy' module.

Application Proforma

Post Applying for -----

1. Name of Candidate -----

2. Mobile No- ----- e-mail :- -----

3. Gender -----

4. Permanent/Correspondence Address-

5. Date of Birth -----

6. Nationality: -----

7. Marital Status - -----

8. Particulars of Essential and desirable Qualification (enclose copies of relevant certificates):-

Name of Essential Qualification (Bachelor Degree/ Speciality/ Stream)	Name of School/ University	Year

9. Any other desirable qualifications (if any)-----

10. Experience in relevant field (if any) :-----

Declaration by the Candidate

I hereby declare that all the details given above are true to my knowledge and belief and if in any case, any detail is found false, my candidature is liable to be cancelled and I also declare that even after my appointment if anything found false, then also my services may be terminated.

Dated:
Place :

(Signature of Candidate)