



**EMBASSY OF INDIA
HANOI**

VACANCY

The Embassy of India, Hanoi intends to recruit a suitable Vietnamese citizen for local post of Clerk in the second week of November 2024.

Clerk - (Pay starting of US\$ 700-21-1015-30-1315-40-1715 and Social Security Contribution)

Qualification & other requirements:

Minimum education qualification should be University graduates in any stream. Having good command over spoken & written English and Vietnamese languages, proficiency in MS Office, good knowledge of computer skills. The candidate should be in the age group between 25-35 years as on 01 November 2024.

Selected candidate is required to perform administrative/ establishment works, liaison with the local service providers and any other tasks assigned from time to time.

Interested candidates may submit a detailed resume with contact address, email and telephone number on or before 31/10/2024 at the address/ email address given below:-

The Head of Chancery,
Embassy of India
58-60 Tran Hung Dao Street, Hanoi
Tel.No.024-38244989/90
Email: admn1.hanoi@mea.gov.in

Short listed candidates will be called for written test and interview.