



**HIGH COMMISSION OF INDIA  
DAR-ES-SALAAM**

**VACANCY**

Applications are invited for recruitment against four posts of Local Clerk in the High Commission of India, Dar es Salaam as per the following terms and conditions:-

- i. **Minimum Education Qualifications** : Form VI with a working knowledge of Computers (Candidates with a graduation degree are encouraged to apply)
- ii. **Age** : Preferably 20 - 35 years
- iii. **Experience/Qualities** : Experience desirable. Candidate should be a team player with keen eye for details and multi-tasking capabilities
- iv. **Language** : Good command of written and spoken English and Kiswahili
- v. **Health & Medical** : The person should be in good health and medically fit. A medical certificate will be required before issuing appointment letter
- vi. **Police record** : The appointment is subject to police clearance
- vii. **Salary per month** : Pay Scale as per Government of India approval. At present it is USD 810/- plus allowances.
- viii. **Nature of Job** : The job entails handling work like putting up drafts/notes, settlement of invoices, liaison with local authorities when required, protocol work and any other such work as assigned by reporting officers

Interested candidates may send their application along with their CV to the Head of Chancery, High Commission of India, 213/51, Shaaban Robert Street, P.O. Box No. 2684, Dar es Salaam within eight days (upto 31.12.2024) from the day of the publication of this advertisement. Candidates are requested to enclose recent passport size photograph and copy of Identity card in their application.

The candidates will be selected based on an interview by a three-member committee of the High Commission. The selected candidate would be on probation for a period of three months and confirmation would be subject to successful clearance of probation.