



# Vacancy

## HIGH COMMISSION OF INDIA

The High Commission of India, Kingston, invites applications from suitable candidates for the full-time position of one Local Clerk.

The total salary for the position is in pay scale starting with US\$648.00 per month. An additional cost of living allowance of 15.93% is also admissible over the above pay.

**Candidates meeting the following eligibility criteria are welcome to apply:**

- 1. Educational Qualifications:** Associate Degree in any stream
- 2. Language Proficiency:** Excellent in English, both written & spoken
- 3. Residence Status:** Jamaican or other citizen with valid work permit
- 4. Computer Skills:** MS Office/Excel and general IT skills
- 5. Age:** Minimum 21 years

**Last Date:**

Interested candidates may please send their complete resume, copies of certificates by **28th January, 2024** to

**Email: [adm.kingston@mea.gov.in](mailto:adm.kingston@mea.gov.in)**