



High Commission of India
Canberra

Job Notification

High Commission of India is inviting applications for the following two posts:

- i. **Trade Promotion / Marketing Assistant** : Applicant should be Graduate, preferably with Commerce or Economic background with working experience in the same field. Applicant should be also MS Office proficient. The Post carries a gross salary of AUD 3910/-.
- ii. **Clerk(IT)** : Applicant should be Graduate with IT background and possess good understanding in Networking, Hardware various office softwares and operating systems. Experience in the relevant field is strongly desirable. The Post carries a gross salary of AUD 3622/-.

In addition to above, applicants for both the posts should be Permanent Resident of Australia with full time working rights, and possess good communication and writing skills.

Interested candidates may please send the duly filled personal details form (form attached) along with resume by email, latest by 4th May 2018 to Head of Chancery, High Commission of India, Canberra at the Email id - hoc.canberra@mea.gov.in

Personal Detail form:

1	Name			
2	Gender			
3	Date and Place of Birth			
	Father/Mother's Name			
4	Passport No			
5	Nationality			
6	Visa Status (PR/Citizen/Work visa)			
7	Period of stay in Australia			
8	Educational Qualification	Year	Course/Study Viz.+2, Graduation	School/ College/University
9	Professional Experience	Year/Period	Position	Company
10	Residential address in Australia Postal address if other than Residential Address			
	Permanent Address			
11	Mobile No./Tel No.			
12	Email ID			

13	Two References with mobile no. & Email Ids.	Reference 1:
		Reference 2: