



भारतीय राजदूतावास, माले
Embassy of India
H. AthireegeAage
Ameeru Ahmed Magu
Male'
Republic of Maldives
Tel: 3323015, 3323016
Fax: 3324778

Vacancy for the Post of "Clerk-cum-Receptionist"

Embassy of India is looking for appointment of a Clerk-cum-Receptionist.

Qualifications Required: Minimum GCE 'A' level or higher. Candidate must be fluent in spoken and written English and familiar with MS Office tools.

Job Description: Front office/Reception work along with other tasks assigned as per the official requirement of the Embassy.

Total Takeaway Salary: MVR 8,750/- p.m.

Interested applicants may apply with complete CV and attach copies of certificates, ID card copies, along with Police Verification Report and copies of reference provided by previous employer, if any, on or before 25.03.2018 by email to attadm.male@mea.gov.in

For any queries, please call: 3323015/3323016