

# Advertisement for Website

## JOB OPPORTUNITIES AT HIGH COMMISSION OF INDIA, LONDON

Applications are invited for the following posts in the High Commission of India, London:

### **I. CLERK/Steno-Typist : Number of Vacancy – 03**

- a) The emoluments of the post are in the pay scale of £1350-41-1965-59-2555-77-3325 plus admissible Cost of Living Allowance at present it is 5.6% of Basic pay. The starting salary will be £1350 + £75.6 = £1425.60
- b) Graduates with knowledge of computer applications and fluency in English are eligible. **Candidates with good typing skill on Computer and good knowledge of computer applications like MS-Office and Web browsing, etc will be preferred.**

### **II. CHAUFFEUR : Number of Vacancy – 02**

- a) The emoluments of the post are in the pay scale of £1350-41-1965-59-2555-77-3325 plus admissible Cost of Living Allowance at present it is 5.6% of Basic pay. The starting salary will be £1350 + £75.6 = £1425.60
- b) Good Command of English Language
- c) Possess at least O/A Level of Qualification or equivalent
- d) Possess a Valid British Driving Licence
- e) Local Driving Experience of at least 05 years
- f) Familiarity with local addresses and surroundings
- g) Must be medically fit and sound for driving

#### **Benefits for Chauffeur-**

Competitive Salary  
30 Days Paid Leave and Indian National Holidays  
Overtime Allowance  
Travel and Daily Allowance  
Yearly Bonus

2. **It is mandatory for the applicants to have long term valid UK Work Permit/VISA if they are not UK nationals.** Resume/CV supported with copies of educational qualification, passport copy and visa status may be sent by post/courier/by hand by **16<sup>th</sup> January, 2018** to:

The Head of Chancery  
High Commission of India  
India House, Aldwych,  
London WC2B 4NA

3. Those resumes which ***are not supported by required Passport/Visa Status/Educational Qualification will be summarily rejected.*** Selection of candidates will be based on performance in written test of English Language and Computer Skill Test followed by Interview for Clerk/Steno-Typist and for the post of Chauffeur, Interview followed by driving test.

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