

High Commission of India
Abuja

Job Vacancy for the post of Messenger

High Commission of India, Abuja, invites applications from suitable candidates for the post of Messenger.

1. **Qualification:**

- (i) High School graduate.
- (ii) Candidates with previous experience will be preferred.
- (iii) Age Limit: 21- 30 years as on 01st December 2020.
- (iv) Good working knowledge of English, MS office, Excel and IT/computer administration including software and hardware skills.
- (v) Police Clearance Certificate and Health Certificate are mandatory for selection, which can be submitted on later stage.
- (vi) Holding valid Resident Permit of Nigeria.

2. **Pay scale:** The post carries a starting pay of US\$ 465.00 per month with provision of annual increment of US\$ 14. The remuneration package will include 21 working days of annual leave.

3. **Job Profile:** Work related to upkeep and maintenance of office; willingness to perform indoor/outdoor duties; willingness to work beyond regular hours.

4. **How to Apply:** Interested and eligible candidates are invited to apply not later than **13 November 2020**. CV (in the prescribed format) along with copies of relevant/supporting documents in a closed envelope superscribed as “Application for the Post of “Messenger” may be sent to the following address:

Head of Chancery,
High Commission of India,
364, Cadastral Zone, CBD, FCT, Abuja
E-mail: hoc.abuja@mea.gov.in or info.abuja@mea.gov.in

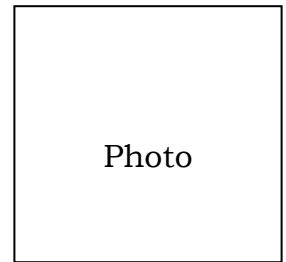
Please note that only short-listed candidates will be called for personal interview. No transport or other assistance/reimbursement will be provided for appearing in the interview.

Curriculum Vitae

1. **Name:**
2. **Date of Birth:**
3. **Nationality**
4. **Parent's name:**
5. **Address:**
6. **Contact number:**
7. **E-mail:**
8. **Educational Qualification:**
9. **Experience:**
10. **Any additional information/achievement:**
11. **References:**

(i)

(ii)



Signature

Date

****Please enclose copy of Passport/National ID, educational qualification & experience certificate.***
