

No. HCI/ABUJ/579/1/2025
High Commission of India
Abuja

Job Vacancy for the post of Messenger

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

Qualification:

Educational Qualification: The candidate should have a minimum qualification of Senior Secondary or Equivalent.

- (i) **Desired Qualification :** English typing speed 35 per minute and knowledge of drafting official papers.
- (ii) **Language Proficiency:** Excellent English, both written and spoken.
- (iii) **Computer skills:** Proficient in MS office, Excel and IT/computer administration including software and hardware skills.
- (iv) **Experience:** Candidates having prior experience in office work and maintenance of office records and file will be preferred.
- (v) **Certificates:** Police Clearance Certificate and Health Certificate are mandatory for selection, which can be submitted at later stage.
- (vi) **Age:** 21-30 years as on 1 January 2025.
- (vii) **Nationality & Eligibility:** Nigerian National or person having long term employment visa/work permit for Nigeria can apply.

Pay Scale

Starting salary for this position is USD 465 per month in the pay scale ranging from USD 465-1135. Gross starting salary including Cost of Living Allowance for the post will be USD 697.50 per month. The remuneration package will include 21 working days of annual leave.

Job Profile

Upkeep and maintenance of office; indoor/outdoor duties, Dak distribution, official work, any other work, willingness to work beyond regular office hours including weekend.

How to Apply: Interested and eligible candidates are invited to apply not later than 28 **February 2025**. 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 submitted to the following address:

Head of Chancery,
High Commission of India,
364, Cadastral Zone, CBD, FCT, Abuja

Please note that only short-listed candidates will be called for personal interview. The date of the personal interview will be conveyed to shortlisted candidates separately. No transport or other assistance/reimbursement will be provided for appearing in the interview.

**Application for the post of Messenger
in the High Commission of India, Abuja**

FORMAT FOR SUBMISSION OF APPLICATION (to be filled in English)

Post Applied for	Messenger
Full Name of the Candidate	
Date of Birth	
Gender	
Nationality	
Other Nationality, if any	
Passport details	
Marital status	
Spouse/Family details	
Permanent address of Residence and contact details	
Present address of communication and contact details	
Mobile No.:	
E-mail address:	
Educational qualification : Senior Secondary or equivalent	
Work experience : Name of the Organization employed, period of employment, reasons for leaving the organization, nature of work and highlight main projects of works directly involved/handled including specific achievements, if any; work experience certificates issued by previous employers shall be attached, wherever applicable; add	

additional rows and columns as may be required); Indicate from present employment till first employment without excluding any year(s) of working till date	
Any additional information/achievement:	

Self Declaration: -

I hereby affirm that all the above information submitted by me in this application is true and confirm to the actual condition of my present and past records.

i.I hereby declare that I have submitted all the details without withholding any information. If any of the information provided by me found to be false or withheld without disclosing the actual status, I agree to be subjected for disciplinary proceedings as considered necessary by High Commission of India, Abuja leading to termination from my job and suitable legal action, if any.

i.I hereby agree that mere submission of my application to High Commission of India, Abuja for the post does not give me any right for seeking the job and the evaluation of my application for competency of the applied job is solely under the discretion of High Commission of India, on which I shall have no right to contest.

i.I hereby agree that High Commission of India, Abuja reserves the right to appoint the suitable selected candidate at its time of choice or cancel the process of evaluation of candidates for the applied post, without assigning any reasons thereof.

Date:

(Signature of the candidate)

Place:

***Please enclose 2 Photographs, copy of Passport/National ID, educational qualification & experience certificates.**
