

High Commission of India
10, Springfield Road, OTTAWA,
Ontario, K1M1C9.

Notice inviting applications for the post of local clerk.

Applications are invited from the interested candidates to fill up a vacancy of clerk in the High Commission of India at Ottawa. The application outline is as follows.

1. Eligibility : Legal resident and permission to work in Canada
2. Educational Qualification : Bachelor or above
Reading and writing Proficiency in English
High-level office computer literacy and communication skills. Knowledge /Experience in social media is desirable .
3. Job Scope : The Job will entail, but not be limited, to that of the Administrative Assistant.
4. Employment type : Contract basis (Renewable)
5. Start of Employment : Immediate.
6. Working hours : 0900~1730hrs Monday to Friday (except for holidays) (Lunch break: 1300-1330 hrs)
7. Gross Salary : C\$ 3200 per month
8. Application : Please email your Resume to
admn1.ottawa@mea.gov.in by 16th June, 2023.

NB: Only shortlisted candidates will be contacted for further interview and written test, if required.