



**High Commission of India
Pretoria**

Advertisement for recruitment to the post of Clerk/Typist in High Commission of India, Pretoria.

Position: One position of Clerk/Typist.

Qualification:

- ❖ University graduate as minimum educational qualification.
- ❖ Proficient in English (Written and Spoken).
- ❖ Preference will be given to applicants proficient in computers and good knowledge of IT.
- ❖ Experience of working at least 03 years in similar capacity.

Description of Duties:

- ❖ Proficient in drafting notes, emails, researching of data.
- ❖ Event management capability, able to interact and communicate effectively and have ability to develop network among South African Universities and institutions.
- ❖ Proficiency in of MS Word, Excel, PowerPoint and editing digital pictures for social media applications.
- ❖ Creating Google links for collecting data.
- ❖ Good knowledge in the designing of advertisements/flyers and banners for publicity material.
- ❖ Responding to emails and telephonic queries and any other work assigned from time to time.

Working Hours: Full time job. 0830 – 1700 hrs, (Monday to Friday). The applicant should be able to perform duties on evenings/weekends, if required.

Pay scale: Basic Pay Rand 15,200 per month with annual increment. No other benefits are admissible.

Interested candidates may sent their application form along with CV along and a latest passport size photograph, previous employer references, copies of educational certificates and work experience etc latest by **21st April, 2026** either through email at hoc.pretoria@mea.gov.in or through physical copy dropped at the High Commission of India, Pretoria (852 Francis Baard Street, Arcadia, Pretoria). Shortlisted candidates will be informed by email to come for Writing Test, Typing Test (on Computer) and Interview.

Please note High Commission does not sponsor any kind of Work visa.

APPLICATION FORM FOR THE POST OF CLERK

1. Full Name:		
2. Mobile No:		
3. Email:		
4. Current Residential Address:		
5. Gender:		
6. Date of Birth:		
7. Nationality		
8. National ID:		
9. Education Qualification		
10. Specialization / Additional Qualifications (if any)		
11. Previous working experience (in years):		
Name of Employer	Address of Employer	Period
12. Any other relevant information candidate intends to provide:		

*Please attach copies of following documents with this application:

- (i) Curriculum Vitae (CV) (ii) Certificate of educational qualifications
- (iii) 02 latest Photographs (iv) Proof of identity / valid work permit

13 I hereby certify that the information given above is correct to the best of my knowledge and belief. I am fully aware that if any information given above is found incorrect or any information is suppressed or concealed subsequently, my candidature or services will liable to be cancelled on this ground without any notice.

Date:

Place:

Signature of the Applicant