



Embassy of India
Tehran

Embassy of India in Tehran invites applications for the post of a Clerk/typist in the pay scale of US\$ 1000-30-44-63-2425. (Starting salary will be US\$ 1000).

Qualifications:

1. Graduate from a recognized university.
2. Minimum of 5 years of experience having worked as an Executive Assistant in a Government/Public Organization or past experience of having worked in Foreign Missions.
3. Good command over English language and good translation skills from Farsi to English and vice versa.
4. Should have good IT skills (knowledge of MS Office/Open Office, E-mail system)
5. Should have good inter-personal skills and office communication ability.
6. Good knowledge of Iranian Government System, leaders and prominent personalities, order of precedence, etc.
7. Good knowledge of Economy and Industry including the local business environment.

Applications should be sent to Embassy of India's email address at hoc.tehran@mea.gov.in by 10th January 2018 with subject mentioned as "APPLICATION FOR POST OF CLERK". The application must be in English and contain: (i) the applicant's CV with photograph; and (ii) a short paragraph as to why he/she is suitable for the job.