

**No. SUR/579/01/2024**  
**Embassy of India**  
**Paramaribo**

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**Vacancy Announcement**

The Embassy of India, Paramaribo invites applications from suitable candidates for one post of Clerk-cum-Typist & one post of Librarian –cum- Assistant.

**Common Qualifications**

- Minimum qualifications: Graduate with a good knowledge & communication skill of English and Dutch, Computer Application Knowledge (proficiency in Microsoft Office), Graphics & web designing, Typing Speed of 35 words per minute.
- Desirable Qualifications: 2 years' work experience in the field.
- Age: 20-35

**Clerk-cum-typist**

- Desirable Qualifications: 2 years' work experience in the field.
- Pay Scale: USD 700-21-1050-30-1315-39-1705.

**Librarian cum Assistant**

- Desirable Qualification: 2 years' experience in the Library Management & related software application
- Pay Scale: USD 650-20-950-29-1240-37-1610

If interested, please download the Application form from the Embassy's website <https://www.indembassysuriname.gov.in/pdf/Application.pdf> and submit a scanned copy of the completed form by email at [admn.paramaribo@mea.gov.in](mailto:admn.paramaribo@mea.gov.in) or by post or in person addressed to Head of Chancery, Embassy of India, Paramaribo, Dr. Sophie Redmondstraat, 239, Paramaribo, Suriname latest by 09 August 2024. Shortlisted candidates would be invited by email only for a written examination followed by an interview for a final selection.

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Dated: 29<sup>th</sup> July 2024

Paramaribo.