

No. SUR/579/01/2025

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.

#### **Qualifications and requirements:**

- University Graduates between 20-35 yrs of age
- Linguistic Skills: Proficient in both English and Dutch
- Computer skills: Proficiency in Microsoft Office, Design Graphics, Posters and audio visual
- Typing Speed of 35 words per minute.
- Desirable Qualifications: Work experience in the field.
- Pay Scale: USD 700-21-1050-30-1315-39-1705.

Interested candidates may submit a detailed resume along with duly filled-in application form with contact details (Phone and Email) on or before 25 August, 2025 by Email at [admn.paramaribo@mea.gov.in](mailto:admn.paramaribo@mea.gov.in) or by post or in person addressed to Attache(Admn), Embassy of India, Paramaribo, Dr. Sophie Redmondstraat, 239, Paramaribo, Suriname. The shortlisted candidates would be invited by email only for a written examination followed by an interview. The selected candidate will be required to join the duty immediately.

## Application Form

Advertisement No. Position SUR/579/01/2025

Applied for Clerk cum Typist

### A). Personal Information

1. Name in full (in Block letters):

2. Father's/Spouse's Name:

3. Permanent Address:

4. Address for correspondence/ Mailing address:

5. Mobile no :

6. E-mail Address:

7. (a) Date of Birth: Date :      Month:      Year :

8. Sex :

9. ID No. :

10. Nationality

### B). Educational Qualifications in chronological order

(Please attach a self-certified photocopy of your school/university certificates)

Name of the Examination Passed	Year of Passin	Name of the School /College
MULO		
High School		
Graduation		
Post-Graduation (if any)		

Page 1 of 2

C). Work Experience in chronological order, starting with the first job: (Please attach an experience certificate, if available)

Name & address of Employer	Period of service From To		Designation of post held	Description of Work

Declaration & Certificate

I hereby declare and certify that no criminal case is pending against me in any court or with any investigation agencies. I further declare that I have never been found guilty/convicted of any legal offense and/or crime by any court of law in the past.

I further declare that the information furnished here is true and correct to the best of my knowledge and belief. If any of the particulars furnished by me are found to be incorrect or suppressed, my candidature is liable to be rejected at any stage during or after selection process. Further, if it is found after my appointment that the particulars furnished by me are incorrect or suppressed, my services are liable to be terminated without any notice.

Place:PARAMARIBO

Signature of Candidate

Date..