



VACANCY ANNOUNCEMENT!



ELIGIBILITY:

- ✓ University Graduates between 20–35 yrs of age
- ✓ Proficient in English and Dutch
- ✓ Basic computer skills MS Office and digital content, Graphics design and audio visual.
- ✓ Preference – Work experience in the field.



Information Assistant (Clerk-cum-Typist)

- Starting Pay : US\$805

[Pay Scale:
USD 700-21-1050-30-1315-39-1705]



Librarian-cum-Assistant

- Starting Pay : US\$747

[Pay Scale:
USD 650-20-950-29-1240-37-1610]



Interested candidates may submit a detailed application in prescribed format (available at the Embassy's website : <https://indembassysuriname.gov.in>, under the What's new/Announcements Menu) with contact details on/or before **27 May, 2026** by Email at admparamaribo@mea.gov.in or by post or in person to 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.



Embassy
of India
Paramaribo



admparamaribo@mea.gov.in



Dr. Sophie Redmondstraat 239
Paramaribo, Suriname



597 – 531448

Application Form

Advertisement No. Position SUR/579/01/2026

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 Oualifications 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)		

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		Designation of post held	Description of Work
	From	To		

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..