

ADVERTISEMENT FOR JOB VACANCY OF DAFTRY-CUM-GESTETNER OPERATOR AT INDIAN EMBASSY, BEIJING

The Embassy of India in Beijing requires immediately a qualified, energetic and hardworking staff for the post of Daftry-cum-Gestetner operator. The job involves following work: Messages, Protocol related duties, dispatch and receipt of communications/posts and office related work.

The last date of application is 18-12-2017. The applications may be sent to the Head of Chancery, Embassy of India, 5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600. Email: ssadmn.beijing@mea.gov.in

Please contact: Tel No. 85312550/85312569

Email: ssadmn.beijing@mea.gov.in

印度驻华大使馆现招聘办事员一名

印度驻华大使馆急聘业务能力强，身体健康，工作态度端正的办事员一名。工作内容涉及：文件，礼宾，信函收发及办公室相关的工作。

申请截止日期为 2017 年 12 月 18 日。有意者请将简历寄至：北京市朝阳区亮马桥北街 5 号 印度驻华大使馆 办公室主任收。邮编 100600。邮件：ssadmn.beijing@mea.gov.in

联系电话：85312550/85312569

电子邮件：ssadmn.beijing@mea.gov.in

