

ADVERTISEMENT

The Embassy of India in Beijing requires an energetic and hardworking Messenger(Daftry-cum-Gestetner Operator) immediately. The details are as under:

Name of Post: Messenger(Daftry-cum-Gestetner Operator(1)

Pay Scale: RMB 4000 starting

Pay in Hand: RMB 4500/-(Approx.) (This excludes Embassy Social Security Contribution of 44.2% and 22.2% Social Security Contribution by staff)

Qualifications	Job Profile
1. Passed in senior high school or equivalent	1. Dispatch and receipt of communication
2. Basic knowledge of English will be an added advantage.	2. Protocol related duties
3. Robust physical state	3. Movement of files, photocopy etc.
	4. Any other duties assigned.

Interested candidates may send their job application and resume with photograph before 06 March, 2018.

Post Address:

Head of Chancery,
Embassy of India,
No. 5, Liang Ma Qiao Bei Jie,
Chaoyang District,
Beijing-100600.
Contact: +86 10 85312550
Fax: +86 10 85312574

E-mail: ssadmn.beijing@mea.gov.in ; admn1.beijing@mea.gov.in

招聘启事

印度驻华大使馆现急聘态度端正且工作努力的通信员（办事员）一名。相关信息及要求如下：

职位名称：通信员（办事员）壹名

薪金标准：人民币 4000 元起

实际所得薪金：（约）人民币 4500 元——不含社保中使馆所支付的 44.2%及个人部分 22.2%）

申请要求	工作描述
1. 高中毕业或同等学历	1. 往来文件的收发工作
2. 懂英语尤佳	2. 礼宾服务相关工作
3. 身体素质佳	3. 传送、复印文件等工作
	4. 其他分配到的工作

有意向的申请人可将工作申请及附照片的个人简历于 2018 年 3 月 6 日前发至：

邮寄地址：

北京市朝阳区亮马桥北街 5 号 （100600）
印度驻华大使馆
办公室主任

联系电话：85312550 传真：85312574

电子邮件：ssadmn.beijing@mea.gov.in

Admn1.beijing@mea.gov.in

