



**HIGH COMMISSION OF INDIA  
COLOMBO**

**POST OF JUNIOR CLERK**

**High Commission of India in Colombo** invites applications for the posts of **Junior Clerk** with starting monthly gross salary of **LKR.73,800.00** Preference would be given to those candidates that fulfill following requirements :

- (a) Working Knowledge of – MS Word, MS Excel, Adobe Photoshop, Adobe Illustrator and other graphic design tools and**
- (b) Prior Experience in – designing posters, creation of short videos and social media content creation**

Interested candidates may apply giving a Curriculum Vitae with proof of educational qualifications, past experience, a recent photograph, and copy of NIC. Candidates should be “Graduates” and proficient in English, Sinhalese and Tamil languages and should have good working knowledge of Computers. Short listed candidates would be required to appear for a written exam followed by an interview. Applications may be sent to the following address latest by **01.04.2023**.

**Head of Chancery,  
High Commission of India,  
P.O. Box 882,  
Colombo 03.**

**OR**

**E-mail : [admn2.colombo@mea.gov.in](mailto:admn2.colombo@mea.gov.in)**