



গণপ্রজাতন্ত্রী বাংলাদেশ হাই কমিশন  
নয়া দিল্লী, ভারত  
High Commission for the  
People's Republic of Bangladesh  
New Delhi, India



20 January 2022

## Vacancy Circular

Bangladesh High Commission, New Delhi is going to recruit a few eligible local (Indian) candidates on a temporary basis. Details are illustrated below:

### **Employment Status:**

- Full-time

### **Job responsibilities:**

- Official communication and management
- Protocol duties and liaison with local authorities
- IT-related troubleshooting and management
- Multi-tasking and being inclined to any sort of official engagements

### **Educational Requirements:**

- Graduate/At least a Bachelor's degree in any discipline

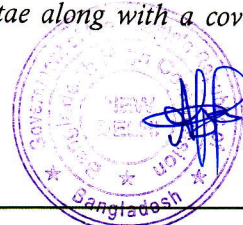
### **Other requirements:**

- Indian citizen
- Age must be between 25 to 40 years
- Male/Female both can apply
- Must have a good command of English and Hindi. Command in Bengali will be considered an additional quality
- Multi-tasking abilities and good communication skills
- Must have proficiency in MS Office with typing capability in both English and Hindi
- Expertise in IT i.e., Graphic design, website management, etc.
- Should have driving skills with a valid driving license
- Self-owned car or motorbike is most preferable
- Must have the willingness to respond and perform duties at any time
- Working Experience in any diplomatic mission is preferable

### **Compensation and other benefits:**

- Remuneration: Negotiable
- Yearly increment and festival bonus will be applicable after confirmation

Interested candidates are requested to send their Curriculum Vitae along with a cover letter to the following email: [mission.newdelhi@mofa.gov.bd](mailto:mission.newdelhi@mofa.gov.bd)



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