

Vacancy Circular

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

Employment Status:

- Full-time

Job responsibilities:

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

Educational Requirements:

- Graduate/At least Bachelor degree in any discipline

Other requirements:

- Indian citizen
- Age must be between 25 to 40 years
- Male/Female both can apply
- Must have good command over English and Hindi. Command on Bengali will be considered as 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 on 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 required

Compensation and other benefits:

- Monthly consolidated salary INR 35,000/-
- Yearly increment and festival bonus will be applicable

Interested candidates are requested to send their Curriculum Vitae along with a cover letter to the following email: mission.newdelhi@mofa.gov.bd by 20 December 2021.