

Sri Lanka High Commission, New Delhi, India

Vacancy Announcement

1. **Position** : Receptionist
2. **Open to** : Indian citizens
3. **Nature of appoint:** Contractual
4. **Age limit** : should not be **less than 21 years** of age as at the closing date of applications.
5. **Salary scale** : INR 25,500/- plus allowances as applicable (Salary paid as per rules and regulations of the Government of Sri Lanka)
6. **Basic functions of the position:**
 - Greet and welcome visitors ensuring a positive and professional first impression as soon as they arrive at the office
 - Direct assist visitors to appropriate officials or office
 - Answer, screen and forward incoming phone calls in time.
 - Coordination of all telephone communication incoming and outgoing
 - Provide basic and accurate information in-person and via phone.
 - Offering administrative support to the Consular Officer
 - Maintain tidy and organized reception area ensuring it presentable at all times
7. **Educational Qualifications:** Bachelor's degree from a recognized university
8. **Experience** : Work experience of one year minimum in a relevant field.
9. **Qualifications & Skills required:**
 - i) Fluency in both spoken and written English;
 - ii) Fluency in both spoken and written Hindi;
 - iii) Proficiency in Microsoft Office Suite
 - iv) Strong interpersonal skills with ability to interconnect with diverse individuals
 - v) Excellent communication skills
 - vi) Ability to be resourceful and proactive to handle issues as they arise
 - vii) Ability to multitask, prioritize tasks, and manage time effectively

10. Method of Recruitment: Through an interview

11. Terms of Employment:

- i) The appointment is not permanent, and will be on contract basis
- ii) The appointment is non-pensionable
- iii) The appointment is for three years with a period of probation of six (06) months.
- iv) A Security Clearance Report in respect of the selected candidate will be obtained prior to the appointment.

12. How to apply:

Interested candidates, who fulfil the requirements for the position should send in English, a CV along with a passport size photograph and a cover letter in English explaining their interest in the position.

The CV and cover letter should reach the High Commission on or before the closing date to the following address:

Sri Lanka High Commission
27, Kautilya Marg
Chanakyapuri
New Delhi- 110021.

13. Application closing Date: 10 February 2025

14. Applicant should attach copies of the following certificates (not originals) to their applications. Originals of the certificates should be produced at the interview when required to do so:

- i. Birth Certificate
- ii. Aadhaar card
- iii. Certificate of Education Qualifications
- iv. Certificate of Professional Qualifications
- v. Certificate of Experience

Note: Due to high volume of applications, we will only contact applicants have been shortlisted for the position.