

## **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** and **not more than 30 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 guests as soon as they arrive at the office
  - Direct visitors to appropriate officials and office
  - Answer, screen and forward incoming phone calls
  - 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
7. **Educational Qualifications:** Bachelor's degree from a recognized university
8. **Experience** : Working experience of one year's minimum in a relevant field.
9. **Other Qualifications:**
  - i) Must be fluent in English both spoken and written;
  - ii) Must be able to communicate in Hindi;
  - iii) Proficiency in Microsoft Office Suite
  - iv) Professional attitude and appearance
  - v) Solid written and verbal communication skills
  - vi) Ability to be resourceful and proactive when issues arise
10. **Method of Recruitment:** Through an interview

## **11. Terms of Employment and Service Condition:**

- i) The appointment is not permanent, and would be on contract basis
- ii) The appointment is non-pensionable
- iii) The appointment is for three years with a probation period of one year.
- iv) Renewal of service upon the lapse of contract at the request of the employee and subject to work performance and the approval of the Foreign Ministry of Sri Lanka.
- v) Selected candidate will be subject to a medical examination.
- vi) 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 the passport size photograph and a cover letter describing their interest in the position and how they meet the requirement and competencies for the position.

CV and cover letter should be sent to 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: 20 February 2023**

**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 called upon to do so:**

- i) Aadhar card
- ii) Certificate of Education Qualifications
- iii) Certificate of Professional Qualifications
- iv) Certificate of Experience

*Note: Due to high volume of applications, we will only contact applicants who are being considered for the position.*