



**High Commission of India  
Port of Spain**

**IMMEDIATE VACANCY**

The High Commission of India in Port of Spain invites applications for eligible candidates to fill One (1) vacancy of **Locally Recruited Clerk.**

**The candidate should have:**

- Bachelor's Degree from a recognized University / Institution
- Proficient in handling work on Computer
- Must be between 25 - 40 years of age
- Have strong articulation and effective communication skills (both spoken and written) in English
- Aptitude to learn new skills and tasks
- Drive to take initiative and find solutions
- Keen to take on any additional responsibility assigned to him/her
- Preference will be given to candidates with prior experience

Upon selection, the candidate would be required to produce a **Police Clearance Certificate and Medical Fitness Certificate.**

Eligible candidates are invited to send their CV addressed to **Head of Chancery,** High Commission of India, 6, Victoria Avenue, Port of Spain by post or email to [hoc.pospain@mea.gov.in](mailto:hoc.pospain@mea.gov.in) and [hcireception2@gmail.com](mailto:hcireception2@gmail.com) latest by **6<sup>th</sup> March 2026.**

Short-listed candidates will be invited to attend an interview and the selected candidate will be required to join immediately.

\*\*\*