



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 and hcireception2@gmail.com latest by **6th March 2026**.

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