



**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
- Candidates must possess accounting knowledge and practical account experience.
- 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, 6A, Victoria Avenue, Port of Spain by post or email to adm.nospain@mea.gov.in and hcireception2@gmail.com latest by **21st June 2026**.

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