



**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 Two (2) vacancies:

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

Locally Recruited Messenger

The candidate should have:

- 5 CXC Ordinary Levels passes
- Good communication skills in English.
- Keen to take on any additional responsibility assigned to him / her
- Aptitude to learn new skills and tasks.

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 admn.pospain@mea.gov.in and sarahsinghhci@gmail.com latest by **18th October, 2026.**

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