

**Embassy of India
Dakar**

Advertisement for Recruitment

Embassy of India in Dakar is looking for suitable candidates for the posts of:

(A) Marketing Executive (B) Cultural/Information Assistant (C) Community Welfare Assistant

- Candidates applying for the above posts should have an MBA or equivalent. Prior experience in Diplomatic Missions or International Organizations will be desirable.
- Candidates applying for the above posts must be proficient in English and French languages (both written and spoken).
- Candidates for the above posts must be adept at working with computers and basic softwares like MS Office etc.

Candidates interested in applying for any of the above three posts will have to fill up an application form and submit it (along with relevant enclosures) to the Embassy of India, 5 Avenue Carde, Dakar, by **January 12, 2016**. The application form may be downloaded from the website of the Embassy of India, Dakar i.e. <http://www.embassyofindiadakar.org>. Suitable candidates will be called for written test and interview. Candidates will have to produce their original certificates/mark-sheets and other testimonials when required. The decision of the Embassy of India, Dakar in selecting a suitable candidate shall be final.

Application Form

1. Post/Posts Applied for (please tick mark)*

Marketing Executive []

Cultural/Information Assistant []

Community Welfare Assistant []

Candidates may apply for any/all the three posts if they fulfill eligibility criteria mentioned in the advertisement.



2. Full Name of the Candidate:

3. Date and Place of Birth:

4. Gender (M/F):

5. Nationality:

6. Passport/National Identity Card No.:

7. Contact Details for Communication:

Mailing Address: _____

E-mail address: _____

Mobile No. : _____

8. *Educational qualification:

9. *Technical qualification:

9. *Professional Experience:

10. *Proficiency in languages

(Please indicate Excellent/Very good/ Working Knowledge):

Written

Oral

- i. English
- ii. French
- iii. Portuguese
- iv. Any other language
(Please mention the language)

11. *Proficiency with computers/software (viz. MS Office etc.)
(Please indicate Excellent/Very good/ Working Knowledge):

12. A brief description of yourself and your goals (please add a separate sheet if necessary):

13. It is certified that all the above information furnished by me is true to the best of my knowledge and belief. I am completely aware that my candidature is liable to be cancelled in case of any discrepancy.

Date and Place: _____

Signature: _____

* *Please attach relevant certificates/testimonials (photocopies only). Original certificates/testimonials **must not** be sent along with the application.*