

**ASSISTANT HIGH COMMISSION OF INDIA, CHITTAGONG**  
**PLOT NO. 2111, ZAKIR HOSSAIN ROAD, KHULSHI,**  
**CHITTAGONG – 4225**

**RECRUITMENT NOTICE**

**Advertisement No. Chit/ 578/02/2024/ dated 09/12/2024**

**No. Chit/578/02/2024**  
**(1700 hrs)**

**Closing Date: 23/12/2024**

Applications are invited from eligible candidates for the Post of **Clerk (Vacancy-01)**. The following are the eligibility criteria for applying for this Post.

**Nationality:** Bangladeshi

**Age:** Not exceeding 35 years (As on date of publishing of advertisement)

**Education Qualification:** The Candidate should be in possession of Graduation degree from a recognized University and should be Computer proficient with a good understanding of basic computer programs like Microsoft Excel, Word etc. Candidate should also be English proficient and a written test will be conducted to assess English comprehension / translation.

**Typing Speed:** English (Minimum of 35 Words per Minute)

All interested and eligible candidates must forward their Curriculum Vitae along with supporting documents certifying their fulfillment of eligibility criteria to above mentioned address before **23/12/2024 by 1700 hrs**. The application must be sent through **POST / BY HAND** and envelope should be superscribed with **“APPLICATION FOR THE POST OF LOCAL CLERK”**.

The qualified candidates shortlisted after written examination will be called for a personal interview. The successful candidates will have to undergo a typing test. Final selection will be based on candidate's performance in the interview and the typing test.

The decisions of Assistant High Commission of India, Chittagong in all matters relating to eligibility, acceptance or rejection of application, conduct of interview and typing test and selection will be final and binding on the candidates and no inquiry/ correspondence in this regard will be entertained.