



High Commission of India
Singapore

Applications are invited for the post of **Messenger/Peon** in the High Commission of India, Singapore. The essential requirements and nature of duties for the post are as under:

Essential Criteria

- GCE 'O' Level or equivalent.
- Good communication skills in English.

Nature of Duties

The Messenger/Peon shall be tasked with:

- General cleanliness and upkeep of the office.
- Carrying of files & other papers within the building.
- Photocopying, sending Fax etc.
- Maintenance of records
- Watch & ward duties of the office
- Assisting the officers in their official entertainment of guests.

Interested candidates can send their CV latest by
22 July 2020, by email to –

hoc.singapore@mea.gov.in

or by post to –

**Head of Chancery,
High Commission of India,
31 Grange Road, Singapore 239702**