



**High Commission of India  
Kuala Lumpur**

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**Job Vacancy**

High Commission of India, Kuala Lumpur invites application for the following new post of Marketing Assistant in Commerce Section:

<b>No. of Post</b>	:	<b>One</b>
<b>Position</b>	:	<b>Marketing Assistant</b>
<b>Pay</b>	:	<b>Starting salary RM 4,340/- per month</b>
<b>Other benefits</b>	:	<b>Annual bonus and Annual leave and EPF contribution.</b>

**Eligibility Criteria:**

- \* Post Graduation/Graduation from a recognized University/College in any discipline, preferably International commerce/ marketing/ economics/ business/ finance.
- \* 1-2 years previous work experience preferable.
- \* Excellent proficiency and typing speed in computers.
- \* Applicant must be an expert in all basic computer applications, including MS Office.
- \* Applicant should be fluent in spoken and written English and Bahasa Malay; knowledge of any Indian language or Chinese will be appreciated.
- \* Applicant must have completed 18 years of age as on February 28, 2017.
- \* Applicant must be free of any criminal records; full details of any ongoing police/court cases or judicial trials must be reported clearly in applicant's resume.

**Interested candidates are requested to submit a complete resume with recent photograph by e-mail to [hoc.kl@mea.gov.in](mailto:hoc.kl@mea.gov.in) by April 10, 2017.**

**Please note:**

- It will be applicant's responsibility to arrange work permit from Malaysian Immigration Department in case he/she is non-Malaysian.
- The selection process will be decided by the High Commission of India, Kuala Lumpur and its decision in the selection process will be final and binding.