



High Commission of India
Kuala Lumpur

Job Vacancy – Programme Officer at NSCBICC

High Commission of India, Kuala Lumpur invites applications for the post of one Programme Officer in Netaji Subhash Chandra Bose Indian Cultural Centre (NSCBICC).

Initial Basic Pay : RM 5900 per month
Other benefits : Annual Bonus - One month's salary
Leave : Medical leave 30 days and Annual leave 21 days

The essential qualifications for the post are as following:

- a. Graduate degree from a recognized University
- b. Proficiency in English and Bahasa Melayu, both, in writing and speaking
- c. Proficiency in spoken and textual translation
- d. Skilled in preparation of publications, reports, speeches, etc.
- e. Event planning, coordination and management
- f. Good command of IT skills and Web knowledge
- g. Good familiarity with Indian Culture and Heritage
- h. **Age: 25-55 years**

Experience: Past experience in cultural organizations, organizing of events and programmes, and working with Foreign Missions, Private Organizations and Academic Institutes will be desirable.

Applications, along with contact details, should be sent to adm.kl@mea.gov.in not later than **18.08.2022**. Only short listed candidates would be interviewed.

Please note:

- Only candidates having local work-permit/resident visa in compliance with local rules and regulations to work in foreign diplomatic missions will be eligible for consideration.
- Candidate should be in good mental and physical health. At the time of offer of appointment, candidates need to submit a medical fitness certificate.

The selection process will be decided by the High Commission of India, Kuala Lumpur which will be conveyed to the candidates through email after preliminary scrutiny and its decision in the selection process will be final and binding.
