



**Embassy of India  
Hanoi**

**Vacancy for Receptionist**

**Pay scale: US\$ 700-21-1015-30-1315-40-1715**

**Qualification & other requirements:**

- ◆ Vietnamese Citizen;
- ◆ University graduates with very good;
- ◆ Linguistic skills: very good in English & Vietnamese;
- ◆ Experience of interpretation work;
- ◆ Computer skills: MS Office; designing of posters & audio-visual
- ◆ Age: between 21-30 years.

Interested candidates may submit a detailed resume with contact address, email and telephone number on or before 26/07/2021 at the email address given below:

**The Head of Chancery,  
Embassy of India  
58-60 Tran Hung Dao Street, Hanoi  
Tel.No.024-38244989/90  
Email:admnl.hanoi@mea.gov.in**

Short listed candidates will be called for a written test and interview.  
The selected candidates will be required to join duty immediately.

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