

**Consulate General of India  
Jaffna**

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The Consulate General of India, Jaffna invites applications for the recruitment to the post of a Cultural Clerk cum Typist.

**Name of Post** : Cultural Clerk cum Typist

**Number of Vacancy** : 01

**Pay scale and Salary** : 73800-2214-107010-3210-139110-4173-180840  
with a starting monthly salary of LKR. 73,800/-.

**Nature of Job** : Translation from English into Tamil and vice versa, preparation of various reports, liaising with local authorities, working in various sections of the Consulate as assigned and organizing various events.

**Age Limit** : 20-35 years.

**Essential Education Qualification** : 'A' level and above, Computer literacy with typing skills and having a good knowledge of English and Tamil.

**Desired Qualification** : Preference will be given to candidates with experience of working in similar establishments.

**How to apply** : Application form is available on our website at <https://www.cgijaffna.gov.in/announcements/detail/117> in pdf format.

Interested candidates are requested to download the application form, complete it, enclose the testimonials and superscribe the envelop "Recruitment to Cultural Clerk" and post it to this office by **4<sup>th</sup> September 2020** at the following address:

The Vice Consul (Administration),  
Consulate General of India, No.14, Maruthady Lane, Nallur,  
Jaffna, Sri Lanka.

Candidates can also drop the completed application form at the box kept for the purpose at the Consulate (address as above) during the working hours.

**Mode of Selection :**

A) All shortlisted eligible candidates will be called for a Written Test of 300 marks on **10<sup>th</sup> September 2020**. The scheme of the examination is given below:

Written Examination	Subject	Marks	Time Allowed
a) Multiple Choice Questions (each section has 25 Questions)	English	50	90 Minutes
	General Awareness	50	
	General Intelligence and Reasoning	50	
	Quantitative Aptitude/ Mathematics	50	
b) Descriptive Examination (19 Questions)	Comprehension Passage (15 Questions)	30	90 Minutes
	Translation Tamil into English (01 Question)	15	
	Translation English into Tamil (01 Question)	15	
	Letter Writing (01 Question)	15	
	Essay Writing (01 Question)	25	

B) Candidates qualifying in the Written Test will be called for a Skill Test on **15<sup>th</sup> September 2020**. The scheme of the examination is given below:

Skill Test	Duration
Typing test on a personal computer, (will be provided by the Consulate) with a minimum speed of 35 words per minute.	10 Minutes

C) Candidates qualifying in the Written Test and the Skill Test will be called for a Personal Interview on **18<sup>th</sup> September 2020**.

Personal Interview	50 Marks
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D) The Final Selection will be made on the basis of the marks obtained by the candidates, in Written, Skill test and Personal Interview.

**Important note:**

The decision of the Recruitment Committee of the Consulate is final.

All communications with candidates will be made by e-mail mode only at the email address provided by the candidate at the time of filling up the application form. The Consulate accepts no responsibility for the non -receipt of emails sent by the Consulate due to the negligence of the candidates. Candidates can also check their results from <https://www.cgijaffna.gov.in/announcements/detail/117>.

(Rameshwar Bhakta)  
Consul & Head of Chancery