



भारत का राजदूतावास, नोम पेन्ह  
EMBASSY OF INDIA, PHNOM PENH

No. PHN/Admn/551/1/2025

31<sup>st</sup> December 2025

**Vacancy for the post of Local Clerk**

The Embassy of India, Phnom Penh invites application for the post of Local Clerk, having a salary **USD525/- per month. The Position will be for an initial period of 03 months which may be extended for another period.** Candidate should preferably be between 20-35 years of age.

**Duties/responsibilities:** Performs clerical duties, maintenance of office records and any other work assigned from time to time.

**Required Skill:** Must be proficient in English and Khmer languages and should have computer data entry skill.

**Educational Qualification:** 10+2 or equivalent

Interested candidates may send their resume, giving complete details with copies of educational qualification, work experience, age and copy of national ID addressed to **Head of Chancery, Embassy of India, #50-52, Samdach Pan Avenue, Street 214, Phnom Penh** (Email: [hoc.phnompenh@mea.gov.in](mailto:hoc.phnompenh@mea.gov.in)) by **15<sup>th</sup> January, 2026**.

\*\*\*\*\*