

Embassy of India
(Abidjan)

Subject: Recruitment for the post of Receptionist-cum-Typist.

The Embassy of India in Abidjan invites applications from suitable candidates for a position of **Receptionist-cum-Typist**. The eligibility criteria for this post will be as follows:

- i). Educational qualifications: Minimum Higher Secondary
- ii). Language proficiency: He/She should have excellent skills in English and French, both written and spoken, strong management capability and ability to prioritize and to handle various tasks like any other duty assigned from time to time.
- iii). Basic Computer skills with a good typing speed/
- iv). He/she must be an Ivorian national or others with valid work permit for Cote d'Ivoire and should be aged at least 25 years or above.

2. **The starting salary of Receptionist-cum-Typist position is FCFA 330,000/- per month gross.** Interested candidates are invited to send their complete resume in English with copies of certificates and photograph, latest by **15 July, 2025** by email to hoc.abidjan@mea.gov.in and admn.abidjan@mea.gov.in.

3. Please note that short-listed candidates will be called for written test followed by interview. No transport or other assistance/reimbursement will be provided.

(Kailash Chander Bhatt)
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