



भारतीय उच्चायोग, गेबोरोन, (बोत्सवाना)

HIGH COMMISSION OF INDIA

Plot 5375, President's Drive

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Recruitment for the post of Clerk-cum-Librarian

Applications are invited from suitably qualified candidates for filling up one post of Clerk-cum-Librarian in the pay scale of Pulas 7680-230-11130-334-14470-434-18810 at the High Commission of India, Gaborone. The applicant should possess the following:

Essential qualifications:

- (i) A Bachelor's Degree
- (ii) Computer literate
- (iii) Proficiency in working on MS office and Linux (open source) packages

Desirable qualifications:

- (i) Two years work experience
- (ii) A computer's degree/diploma – ability to work on photoshop, video-editing software
- (iii) Experience of working in a similar capacity
- (iv) Adequate communication skills

A copy of Curriculum Vitae (with photo) may kindly be emailed/posted/couriered to: 'Head of Chancery, Private Bag 00249, Plot No. 5375, President's Drive, Gaborone; Email: hoc.gaborone@mea.gov.in / admn.gaborone@mea.gov.in' with **subject/title: Application for the post of Clerk-cum-Librarian at HCI, Gaborone.**

The applications should reach High Commission of India, Gaborone by 1700hrs on 23rd June 2026. Short-listed candidates will be contacted by this High Commission informing them about date/time for interview.

The selected candidate will be expected to join from 1 July, 2026.