

CONSULATE GENERAL OF INDIA, LAGOS
NOTICE INVITING APPLICATIONS (NIA)
Engagement of Clerk

The Consulate General of India, Lagos invites applications from eligible and suitable candidates for 'engagement as a Clerk' at the Consulate General of India, Lagos.

1. Name of the Position: Clerk

2. Nature of Engagement:

The engagement will be on a permanent basis, subject to the terms and conditions prescribed by the Consulate General of India, Lagos.

3. Remuneration:

The selected candidate will be paid a consolidated remuneration of US\$585 plus allowances per month which may increase incrementally on the basis of satisfactory performance over the employee's tenure. Please note that the salary for this post will be regularized as prescribed rates fixed by the Ministry of External Affairs, Government of India..

4. Key Duties and Responsibilities:

The selected candidate will be required to:

- * Perform general clerical and administrative duties.
- * Maintain files, records, registers and official documents.
- * Assist in data entry, preparation of documents and correspondence.
- * Handle routine office work and assist in day-to-day administrative activities.
- * Assist in receiving, processing and maintaining official communications.
- * Undertake photocopying, scanning, filing and other office-related tasks.
- * Assist officers and staff in administrative and clerical matters as required.
- * Perform any other duties assigned by the Consulate from time to time.

5. Eligibility:

Candidates should:

- * Have at least a bachelor's degree from a recognized educational institution preferably in Accounting/Auditing/Engineering.
- * Have good computer knowledge and proficiency in common office applications specially in MS Word and Excel.
- * Have good written and verbal communication skills in English language.
- * Be capable of maintaining office records and performing routine clerical work.
- * Have a good work ethic, punctuality and a responsible attitude.
- * Have 3+ years of experience in a similar position.
- * Consulate General of India, Lagos reserves the right to cancel any application at any stage of process.
- * Age below 35 years as on 30.09.2026.

6. Documents which need to be submitted along with the CV (in the prescribed format attached) are as follows:

- * Birth Certificate
- * WAEC, NECO or GCE results
- * Graduation/Post Graduate degree certificate
- * Police Clearance Certificate
- * Reference/Experience letter from previous employer(s).

7. Selection Process:

The selection process will comprise:

- (i) Written Examination for shortlisted candidates : 19 October 2026
 - (ii) Shortlisted candidates based on the written examination will be called for an interview.
- Interview Dates : 26-27 October 2026

The exact date and time of the interview will be communicated to shortlisted candidates.

8. Submission of Applications:

Interested and eligible candidates may submit their applications along with their CV/resume and relevant details of educational qualifications and work experience by email to:

admn.lagos@mea.gov.in or by hand delivery to: **Consul, Head of Chancery, Consulate General of India, 8A Walter Carrington Crescent, Victoria Island, Lagos**. The subject line of the email should be: "Application for the post of Clerk"

9. Last Date for Submission of Applications: 04 October 2026

Applications received after the closing date may not be considered.

10. Commencement of Engagement:

The selected candidate is expected to commence duties from: 01 November 2026

The Consulate General of India, Lagos reserves the right to shortlist candidates, modify the examination/interview schedule, or cancel the recruitment process without assigning any reason.

Interested candidates are advised to ensure that their applications are complete and submitted before the closing date.

**Consulate General of India
Lagos**

Date: 18 September 2026

APPLICATION FORM

Affix recent
quality
passport
photograph

PERSONAL INFORMATION

Name: _____
(First Name) (Middle Name) (Last Name)

Date of Birth: _____ Sex: _____ State of Origin: _____

Residential Address: _____

Mobile No.: _____ Alternate Mobile No.: _____

E-mail Address: _____

PRESENT EMPLOYMENT STATUS (Note: All information is required to be filled)

Name of Current/Previous Employer: _____

Office Address: _____

Position Held: _____

Duration of employment: _____ Pay Range: _____

Reason for leaving: _____

EDUCATION (Note: To be filled in the order of highest qualification)

S/n	Name and Location of Institution Attended	Major Course of Study and Qualification Obtained	Duration of Study
1.			
2.			
3.			
4.			

OTHER/SKILLS COMPETENCIES (If any)

- 1). _____
- 2). _____
- 3). _____

DOCUMENTS SUBMITTED (Note: tick as appropriate):

Birth Certificate ☐ Degree Certificate/Post Graduate Certificate ☐ O'Level (W.A.E.C)
☐ CV/Résumé ☐ Gov't issued ID Card (Passport, DL, NIN etc.) ☐ Certificate of Origin
☐ Police Clearance

DECLARATION:

I declare that that the information given above is true and correct to the best of my knowledge. I understand that inaccurate, misleading or untrue statements and knowingly withholding information may result in termination of employment with this organization. I understand that this application does not constitute an offer of employment.

Date: _____

Signature of Applicant