

**Embassy of India  
Vientiane**

**Vacancy Announcement**

The Embassy of India, Vientiane invites applications for filling up 1 post of **Interpreter cum Typist** on permanent basis.

**For the post of Interpreter**

- **Job Requirements:** The Interpreter should have good communication skill in English and Lao languages to interact with Government/Private Enterprises and individuals. He/She should have certificate/experience of translation/interpretation from English-Lao and Lao-English. He/She should preferably have the ability to handle simultaneous translation. He/She should also have computer skills.
- **Educational qualification:** Bachelor degree from a recognised university
- **Desirable Experience:** A degree/course in English
- **Age:** Not exceeding 40 years as on 01.07.2026
- **Initial Salary:** USD 590/- per Month.
- **Pay Scale:** USD 590-18-860-26-1120-34-1460

**Local Work Permit and Resident Visa:** Only candidates having local work-permit/resident visa etc., in compliance with local laws/rules and regulations to work in foreign diplomatic missions will be eligible for consideration.

**How to apply:** Please send your curriculum vitae (CV) (including name, photo, contact number and e-mail) in English language along with the required documents (Lao ID card/Passport, proof of educational qualification, proof of experience and any other relevant documents) to the attention of the Head of Chancery, Embassy of India on the following address:

The Head of Chancery  
Embassy of India  
No. 704, Unit 29, Ban Saphanthong Neua  
Sisattanak District, PO Box No. 225  
Vientiane (by post)

Or by e-mail to [adm.vientianne@mea.gov.in](mailto:adm.vientianne@mea.gov.in).

**Selection Criteria:** Only short-listed candidates would be called for interview.

**Contract:** The successful applicant will be employed on a permanent basis. He/She will be on probation for an initial period of 03 months during which period the services may be terminated without notice.

**Last date of receipt of application: 10 June, 2026.**

**-Sd-**  
Head of Chancery  
25.05.2026