

**Consulate General of India  
Jeddah**

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**Vacancy for the post of Clerk (02) and Chauffeur (01)**

Applications are invited from Resident Indians in Saudi Arabia/Saudi Nationals, having valid Iqama/national ID for following posts in the Consulate General of India, Jeddah, KSA:-

Name of the Post	Number of Posts	Initial pay with medical insurance
Clerk	Two (02)	SR 4000/-
Chauffeur	One (01)	SR 3200/-

The eligibility criteria for these posts are given below:-

1. **Clerk:-**

- (a) Graduate in any stream from recognized University;
- (b) High degree of working knowledge of English & Arabic;
- (c) Age should be between 20-35 years as on 01.05.2025;
- (d) Functional knowledge of computer with good typing speed of English;
- (e) Applicants must have the calibre, such as good communication skills in English and Arabic language, knowledge of the Saudi Government's structure and hierarchy of its different departments i.e. Police, Haj Ministry, Interior Ministry, Customs etc. to develop rapport with Saudi authorities, especially for performing Protocol and Haj-related duties.
- (f) Good mental and physical health (Medical fitness certificate will be required at the time of joining );
- (g) Applicants should have completed minimum 2 years of service with present employer/sponsor, if any.

2. **Chauffeur:-**

- (a) 10th standard or equivalent examination from a recognized Board;
- (b) Age should be between 20 to 40 years as on 01.05.2025;
- (c) Valid driving license with minimum 2 years of experience. Applicants must have experience of driving in Jeddah and Makkah.
- (d) Applicants must be well versed with spoken Arabic to communicate with Saudi authorities such as the Saudi Red Crescent, the authority responsible for issuing special vehicle permits, the authority that deals distressed Indians and accident cases in Makkah region, especially during the Haj period.
- (e) Good mental and physical health (Medical fitness certificate will be required at the time of joining ).
- (f) Applicants should have completed minimum 2 years of service with present employer/sponsor, if any.

Selection process for these posts of Clerk and Chauffeur is given below:-

1. **Clerk:-**

- (a) Short listing of eligible applicants in terms of eligibility criteria;
- (b) The candidates who are short-listed will be called for the written test (MCQ and Subjective).
- (c) The candidates who qualify the written test will be called for the interview followed by the typing test. The interview will be conducted by a Committee of the Consulate.

2. **Chauffeurs:-**

- (a) Short listing of eligible applicants in terms of eligibility criteria;
- (b) The candidates who are short-listed will be called for interview. The interview will be conducted by a Committee of the Consulate.
- (c) The candidates who qualify the interview will be called for the driving test.

Application form can be downloaded from the website of Consulate General of India, Jeddah at [www.cgijeddah.gov.in](http://www.cgijeddah.gov.in)

Filled in applications should be submitted along with copies of supporting documents as mentioned in application form at:

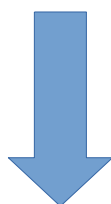
**Administration Section  
Consulate General of India,  
296, Al Andalus,  
Building of Mr. Mansoor Abdul Rahman Al Hueesh,  
Near Al Huda Masjid and NCB Bank,  
Jeddah-23322**

or

by email on [admin.jeddah@mea.gov.in](mailto:admin.jeddah@mea.gov.in)

**Important dates:** (i) Last date of submission of application: **Tuesday, 20<sup>th</sup> May, 2025 (1700 hrs.)**  
(ii) Date of interview, written test and driving test, will be intimated later on.

**Application Forms**



**APPLICATION FORM FOR THE POST OF CLERK***(To be filled in BLOCK letters)*

1.	Name					
2.	Passport Details	Passport No.				
		Date of Issue				
		Place of Issue				
3.	Iqama Details	Iqama No.				
		Date of Issue				
		Place of Issue				
		Name of Sponsor				
		Contact No. Of the Sponsor				
4.	Contact details	Mobile No.				
		Email				
5.	Date of Birth	Place of Birth: <i>(To be filled in BLOCK letters)</i>	Day:	Month:	Year:	
	Educational Qualification(s)					
6.	<i>Requirement</i>	<i>Graduate in any stream from recognized University; High degree of working knowledge of English &amp; Arabic; Age should be between 20-35 years as on 01.05.2025; Functional knowledge of computer with good typing speed of English; Applicants must having the calibre to develop rapport with Saudi authorities especially for performing Protocol and Haj related duties. Good mental and physical health (Medical fitness certificate will be required at the time of joining; Applicants having work experience of minimum 2 years will be preferred.</i>				
7.	Proficiency in Indian and Foreign Languages	Language	Read	Write	Speak	Remarks
		1.				
		2.				
		3.				
8.	Local Address / contact details	P.O. Box No.				
		Telephone No.	Office		Residence	
		Mobile No.				
9.	Two References in the Kingdom of Saudi Arabia	1. Name				
		PO Box No.				
		Telephone No.	Office		Residence	
		Mobile No.				
		2. Name				
		PO Box No.				
		Telephone No.	Office		Residence	
		Mobile No.				
10.	Permanent Address in India					
11.	Current Address in KSA					

Note: Enclose copies of :

1. Valid Passport
2. Valid Iqama/National ID
3. Educational Certificates
4. Work Experience Certificate(s), if any
5. Additional qualifications with supporting documents
6. Two Recent passport size Photographs

**NOTE: Incomplete applications and applications without the enclosures are liable to be rejected.**

Date.....

Signature.

**APPLICATION FORM FOR THE POST OF CHAUFFEUR***(To be filled in BLOCK letters)*

1.	Name					
2.	Passport Details	Passport No.				
		Date of Issue				
		Place of Issue				
3.	Iqama Details	Iqama No.				
		Date of Issue				
		Place of Issue				
		Name of Sponsor				
		Contact No. Of the Sponsor				
4.	Contact details	Mobile No.				
		Email				
5.	Date of Birth	Place of Birth: <i>(To be filled in BLOCK letters)</i>	Day:	Month:	Year:	
	Educational Qualification(s)					
6.	<i>Requirement</i>	<i>10th standard or equivalent examination from a recognized Board; Age should be between 20 to 40 years as on 01.05.2025; Valid driving license with at least 2 years of driving skills; Applicants must have experience of driving in Jeddah and Makkah; Applicants must be well versed with spoken Arabic to communicate with various Saudi authorities. Good mental and physical health (Medical fitness certificate will be required at the time of joining)</i>				
	Details of Driving License					
7.	Proficiency in Indian and Foreign Languages	Language	Read	Write	Speak	Remarks
		1.				
		2.				
		3.				
8.	Local Address / contact details	P.O. Box No.				
		Telephone No.	Office		Residence	
		Mobile No.				
9.	Two References in the Kingdom of Saudi Arabia	1.	Name			
			PO Box No.			
			Telephone No.	Office		Residence
			Mobile No.			
		2.	Name			
			PO Box No.			
			Telephone No.	Office		Residence
			Mobile No.			
10.	Permanent Address in India					
11.	Current Address in KSA					

Note: Enclose copies of :

1. Valid Passport and Valid Iqama/National ID
2. Educational Certificates
3. Valid Driving License
4. Additional qualifications with supporting documents
5. Two Recent passport size Photographs

**NOTE: Incomplete applications and applications without the enclosures are liable to be rejected.**

Date.....

Signature: .....