

**Consulate General of India
Jeddah

Vacancy for the post of Clerk (03)

Applications are invited from Resident Indians in Saudi Arabia and having valid Iqama/national ID for three posts of **Clerk (03)** in the Consulate General of India, Jeddah, KSA. The initial pay along with medical insurance as follows:-

Pay for Clerk : SR. 4000/- per month

The eligibility criteria for **Clerk**:-

- (a) Graduate in any stream from recognized University;
- (b) High degree of working knowledge of English & Arabic;
- (c) Age should be between 21 to 40 years;
- (d) Functional knowledge of computer with good typing speed of Arabic and English.

Selection process for Clerk will have three stages:

- (a) Short listing of applications;
- (b) A written test; involving objective and subjective question;
- (c) Candidates who qualify the written test will be called for typing test and Interview. The Interview will be conducted by a Selection Committee.

Application form is attached below. ([Click Here](#))

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**

- Important dates:** (I) Last date of receiving application in the Consulate : **Tuesday, 28th February, 2023 (1700 hrs.)**
(ii) Date of Written Exam and Interview, will be intimated later (will be uploaded on the Consulate's website as well).

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 steam from a recognized University; High degree of working knowledge in English and Arabic; Age between 21-40 years; Functional knowledge of computer with good typing speed of Arabic and English.</i>					
	Work Experience, if any						
7.	<i>Requirement</i>	<i>2 years of minimum experience; provide details of previous work experience.</i>					
	Proficiency in Indian and Foreign Languages	Language	Read	Write	Speak	Remarks	
		1.					
		2.					
		3.					
	Local Address / contact details	P.O. Box No.					
		Telephone No.	Office		Residence		
		Mobile No.					
	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.				
11.	Permanent Address in India						
12.	Current Address in KSA						

- Note: Enclose copies of :
1. Valid Passport
 2. Valid Iqama
 3. Educational Certificates
 4. Work Experience Certificates, if any
 5. Additional qualifications with supporting documents
 6. Two Recent passport size Photographs

NOTE: *Applications without the enclosures are liable to be rejected.*

Date.....

Signature: