Vacancy for the temporary post of Clerk (06) & Janitor (01)

Applications are invited from Resident Indian nationals in Saudi Arabia and having valid Iqama for the temporary post of Clerk (06) and a Janitor (01) in the Consulate General of India, Jeddah, KSA. The Gross Pay without any additional financial/service benefits would be as follows:

a) Temporary Clerk SAR. 3000/- per month
b) Temporary Janitor SAR. 1650/- per month

2. Eligibility criteria for the post of the temporary Clerk:

(a) Graduate from recognised University;
(b) High degree of proficiency in English and Arabic
(c) 02 years of minimum experience of Public dealing
(d) Functional knowledge of computer with good typing speed in English and Arabic
(e) Age should be between 21-40 years

3. Eligibility criteria for Janitor:

(a) Metric pass
(b) Proficiency in English
(c) Sufficient experience in cleaning
(d) Age should be between 21-40 years

4. Selection Process for Clerk and Janitor will be as follows:

   Clerk       (a) Written Test.
               (b) Typing Test and Interview of candidates qualified in written test.

   Janitor    (a) Skill Test

(a) Short listing of applications;
(b) A written test for temporary clerks: involving objective and subjective questions;
Interview for Janitor: involving objective and subjective questions;
(c) Candidates who quality written and Interview will be called for Typing Test and Interview.
The Interview will be conducted by the Board/Selection Committee.
Candidate’s overall personality and experience in the field will be tested during the interview.

5. Application forms can be downloaded from the website at www.cgijeddah.gov.in

6. Filled in applications should be submitted, along with copies of academic certificates & mark sheets, documents showing experience/any special training course attended, at vccw.jeddah@mea.gov.in.

7. Important Dates:
   a) Last date of receiving application in the Consulate: 10-05-2021
   b) Date of Written Test, Interview and Skill Test as applicable will be intimated later through the Consulate’s website www.cgijeddah.gov.in

8. Important Note: Applications received without the enclosures and incorrect information will be rejected.
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. Date of Birth
   Place of Birth: 
   Day: 
   Month: 
   Year:

5. Educational Qualification(s)

6. Additional Qualification(s)/Training(s)

7. Work Experience

8. Indian and Foreign Languages known
   Language
   Read
   Write
   Speak
   Typing
   1.
   2.
   3.
   4.

9. Local Address / contact details
   P.O. Box No.
   Telephone No. Office
   Mobile No.
   Residence

10. Two References in the Kingdom of Saudi Arabia
    1. Name
       PO Box No.
       Telephone No. Office
       Mobile No.
    2. Name
       PO Box No.
       Telephone No. Office
       Mobile No.

11. Permanent Address in India

12. Current Address in India

Note: Enclose copies of:
   1. Valid Passport
   2. Valid Iqama
   3. Educational Certificates
   4. Training Certificates
   5. Work Experience Certificates
   6. Additional qualifications
   7. Two Recent passport size Photographs
APPLICATION FORM FOR THE TEMPORARY POST OF JANITOR
IN THE CONSULATE GENERAL OF INDIA, JEDDAH
(To be filled in BLOCK letters)

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