Vacancy for the post of Interpreter (01) & Clerk (01)

Applications are invited from Resident Indians in Saudi Arabia and having valid Iqama/national ID for one post of Interpreter (1), and one post of Clerk (1) in the Consulate General of India, Jeddah, KSA. The initial pay along with medical insurance as follows:

- Pay for Interpreter: SR. 7200/- per month
- Pay for Clerk: SR. 4000/- per month

Eligibility criteria and selection procedure for the post of Interpreter:

(a) Graduate from recognized University;
(b) High degree of proficiency in English with competence to translate from Arabic language into English and Vice-Versa;
(c) Two years of minimum experience as Translator/Interpreter;
(d) Age should be between 21 to 40 years;
(e) Functional knowledge of computer with good typing speed of Arabic and English.

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 Interpreter and 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 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

**Important dates:**

(I) Last date of receiving application in the Consulate: **21st June, 2022 (1700 hrs.)**
(ii) Date of Written Exam and Interview, will be intimated later (will be uploaded on the Consulate’s website as well).

[Click here for the Application Form Interpreter](#)

[Click here for the Application Form Clerk](#)