

**Consulate General of India  
Jeddah**

\*\*\*\*

**Vacancy for the posts of clerk (06) and one handyman (01)**

Applications are invited from Resident Indians in Saudi Arabia having valid Iqama/national ID for six posts of **clerk (06)** and one post of **handyman (01)** in the Consulate General of India, Jeddah, KSA. The initial pay along with medical insurance is 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 questions;
- (c) Candidates who qualify the written test will be called for typing test and Interview. The Interview will be conducted by a Selection Committee.

Pay for Handyman : SR. 4000/- per month

The eligibility criteria for Handyman:-

- (a) **Matriculation from a recognised board**
- (b) **Working knowledge of Arabic;**
- (c) **Age should be between 21 to 40 years;**
- (d) **Technical qualification**

Selection process for Handyman will have two stages:

- (a) Short listing of applications;
- (b) Shortlisted candidates will be called for interview.

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

Those interested may apply for the post with the latest resume and send the applications with superscription “Application for the Post of clerk” or “Application for the Post of handyman” at the following address:

**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 : **14<sup>th</sup> February, 2024 (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 Application Form](#)**