

Recruitment Notice along with Application Forms for the Posts of Five
Contingency Consular Clerks

Vacancy for the Post of Contingency Consular Clerks (05)

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

Name of the Post	Number of Posts	Monthly Payment
Contingency Consular Clerk	Five (05)	SR 4000/-

These Posts are temporary in nature with initial engagement for 6 (six) months

The eligibility criteria for these posts are given below:-

1. Contingency Consular Clerk:-

- (a) Preferably, graduate in any stream from recognized University;
- (b) Working knowledge of English & Arabic, would be preferred;
- (c) Preferably, age should be in between 20-35 years as on 31.07.2025;
- (d) Functional knowledge of computer with good typing speed of English;
- (e) Good mental and physical health (Medical fitness certificate will be required at the time of joining); and
- (f) Applicants having experience of working in any Indian Missions abroad would be preferred .

Selection process for these posts of Contingency Consular Clerk is given below:-

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

Application form can be downloaded from the website of Consulate General of India, Jeddah at 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,

***Building of Mr. Mansoor Abdul Rahman Al Hueesh,
Villa No. 34. (Behind Saudi National Bank), Tahlia Street, Jeddah,
Kingdom of Saudi Arabia, ZIP Code: 23326, Additional no 8949,
Post box no: 952***

or

by email on admin.jeddah@mea.gov.in

Important dates: (i) Last date of submission of application: Thursday 31st July 2025
(1700 hrs.)

(ii) Date of interview will be intimated in due course.

Application Forms

APPLICATION FORM FOR THE POST OF CONTINGENCY CONSULAR 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.	Requirements	<i>Preferably, graduate in any stream from recognized University; Working knowledge of English & Arabic would be preferred; Preferably, age should be between 20-35 years as on 31.07.2025; Functional knowledge of computer with good typing speed of English; Good mental and physical health (Medical fitness certificate will be required at the time of joining; and</i>			

		<i>Applicants having experience of working in any Indian Missions abroad would 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: