

Consulate General of India

Jeddah

Vacancy for the post of Clerk (03), Messenger (02) and Chauffeur (01)

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

Name of the Post	Number of Posts	Initial pay with medical insurance
Clerk	Three (03)	SR 4000/-
Messenger	Two (02)	SR 2400/-
Chauffeur	One (01)	SR 3200/-

The eligibility criteria for these posts are given below:-

1. **Clerk:-**

- (a) Graduate in any stream from recognized University;
- (b) High degree of working knowledge of English & Arabic;
- (c) Age should be between 20-35 years as on 01.08.2024;
- (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);
- (f) Experience of 2 years of working in a office.

2. **Messenger:-**

- (a) 10th standard or equivalent examination from a recognized Board;
- (b) Age should be between 20-35 years as on 01.08.2024;
- (c) Good mental and physical health (Medical fitness certificate will be required at the time of joining).

3. **Chauffeur:-**

- (a) 10th standard or equivalent examination from a recognized Board;
- (b) Age should be between 21 to 35 years as on 01.08.2024;
- (c) Valid driving license with at least 3 years of driving skills;
- (d) Good mental and physical health (Medical fitness certificate will be required at the time of joining).

Selection process for these posts is given below:-

1. **Clerk:-**

- (a) Short listing of eligible applicants in terms of eligibility criteria;
- (b) A written test (MCQ and Subjective);

- (c) Candidates who qualify the written test will be called for interview. The Interview will be conducted by a Committee of the Consulate.

2. **Messenger**:-

- (a) Short listing of eligible applicants in terms of eligibility criteria;
(b) short listed candidates will be called for interview. The Interview will be conducted by a Selection Committee.

3. **Chauffeurs**:-

- (a) Short listing of eligible applicants in terms of eligibility criteria;
(b) Short listed candidates will be called for a driving test and interview.

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**

or

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

- Important dates:** (I) Last date of submission of application: **Thursday, 05thSeptember, 2024 (1700 hrs.)**
(ii) Date of interview and driving test, will be intimated later on.

Application Form



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:(To be filled in BLOCK letters)	Day:	Month:	Year:		
	Educational Qualification(s)						
6.	Requirement	<i>Graduate in any stream from recognized University; High degree of working knowledge of English & Arabic; Age should be between 20-35 years as on 01.08.2024; 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)</i>					
	Work Experience, if any						
7.	Requirement	<i>2 years of minimum experience; provide details of previous work experience.</i>					
8.	Proficiency in Indian and Foreign Languages	Language	Read	Write	Speak	Remarks	
		1.					
		2.					
		3.					
9.	Local Address / contact details	P.O. Box No.					
		Telephone No.	Office		Residence		
		Mobile No.					
10.	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.

APPLICATION FORM FOR THE POST OF MESSENGER

(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>10th standard or equivalent examination from a recognized Board; Age should be between 20-35 years as on 01.08.2024; Good mental and physical health (Medical fitness certificate will be required at the time of joining)</i>					
	Work Experience, if any						
7.	<i>Requirement</i>						
8.	Proficiency in Indian and Foreign Languages	Language	Read	Write	Speak	Remarks	
		1.					
		2.					
		3.					
9.	Local Address / contact details	P.O. Box No.					
		Telephone No.	Office		Residence		
		Mobile No.					
10.	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:

APPLICATION FORM FOR THE POST OF CHAUFFEUR*(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				
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>10th standard or equivalent examination from a recognized Board; Age should be between 21 to 35 years as on 01.08.2024; Valid driving license with at least 3 years of driving skills; Good mental and physical health (Medical fitness certificate will be required at the time of joining)</i>				
	Details of Driving License					
7.	<i>Requirement</i>					
8.	Proficiency in Indian and Foreign Languages	Language	Read	Write	Speak	Remarks
		1.				
		2.				
		3.				
9.	Local Address / contact details	P.O. Box No.				
		Telephone No.	Office		Residence	
		Mobile No.				
10.	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 :
- Valid Passport and Valid Iqama
 - Educational Certificates
 - Valid Driving License
 - Additional qualifications with supporting documents
 - Two Recent passport size Photographs

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

Date.....

Signature:

