

## **CONSULATE GENERAL OF INDIA, JEDDAH**

Applications are invited from Indian/Saudi nationals (18 years and above of age) for temporary posts of Data Entry Operators/Clerks, Drivers and Messengers for **Haj season – 2024, carrying a salary of SR. 3,600/- per month for DEO/Clerk, SR. 2,880/- per month for Drivers and SR. 1,980/- per month for Messengers.**

2. Application in the prescribed proforma along with copy of valid Iqama, passport, educational certificates and Driving License (for those applying for driver's post) and no objection letter from sponsor should reach Haj Section, Consulate General of India, P.O.Box.No. 952, Jeddah-21421 **latest by 14<sup>th</sup> March, 2024.** The prescribed application form can be obtained in person from **Consulate General of India, Jeddah or downloaded from our website <http://www.cgijeddah.gov.in> (Haj news).** Candidates holding a Bachelor's degree from a recognized University and conversant with Arabic language in addition to one Indian language will be given preference for the post of clerks. Those who possess a diploma/certificate in Computer Application from a recognized University/Institution will be preferred for the post of Data Entry Operator. For the posts in Makkah and Madinah, candidates residing in those places will be given preference.

3. Photocopies of Passport, Iqama, Educational Certificates, No objection letter from the sponsor (In original) along with two recent passport size photographs should be attached with the application. Applications without aforesaid documents may be rejected.

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**Consulate General of India**  
**APPLICATION FORM FOR HAJ-2024**  
Post applied for Clerk/Driver/Messenger (Strike out which is not applicable)

|    |   |                             |          |       |       |
|----|---|-----------------------------|----------|-------|-------|
| 1  | Name  |                             |          |       |       |
| 2  | Passport Details                                | Passport No :               |          |       |       |
|    |   | Date of Issue:              |          |       |       |
|    |   | Date of Expiry:             |          |       |       |
|    |   | Place of Issue:             |          |       |       |
| 3  | Iqama/ID Details                                | Iqama No:                   |          |       |       |
|    |   | Date of expiry :            |          |       |       |
|    |   | Place of Issue:             |          |       |       |
|    |   | Profession (as per Iqama) : |          |       |       |
|    |   | Name of Sponsor:            |          |       |       |
| 4  | Date of Birth                                   | DD/MM/YY :                  |          |       |       |
| 5  | Education Qualification                         |                             |          |       |       |
| 6  | Knowledge of Typing, Short-hand, Computer, etc. | Typing                      | Computer |       |       |
|    |   |                             |          |       |       |
| 7  | Indian & Foreign Languages Known                | Language                    | Read     | Write | Speak |
|    |   | 1)                          |          |       |       |
|    |   | 2)                          |          |       |       |
|    |   | 3)                          |          |       |       |
|    |   | 4)                          |          |       |       |
|    |   | 5)                          |          |       |       |
| 8  | Previous Experience                             | 1) Indian Haj Office:       |          |       |       |
|    |   | 2) Any other:               |          |       |       |
| 9  | Local Address / Contact No.                     | Address details.            |          |       |       |
|    |   | Mobile No.                  |          |       |       |
| 10 | Two References in the Kingdom of Saudi Arabia   | 1) Name                     |          |       |       |
|    |   | Address details             |          |       |       |
|    |   | Mobile No.                  |          |       |       |

|    |                                       |                 |  |
|----|---------------------------------------|-----------------|--|
|    |                                       | 2) Name         |  |
|    |                                       | Address details |  |
|    |                                       | Mobile No.      |  |
| 11 | Full Address in India & Mobile number |                 |  |

**Note: Please enclose**

- 1) Valid Passport Copy
- 2) Valid Iqama/ID Copy
- 3) Copy of Educational Certificates
- 4) Two recent passport size photographs (White Background)
- 5) Print out of personal details in Absheer (only for Jeddah applicant)
- 6) Driving license (only in case of drivers)

**Important: Applications without the enclosures are liable to be rejected.**

**Declaration :**

I hereby declare that the entries made by me in the Application Form are complete and true to the best of my knowledge and information.

**Date:**

**Signature :**