

Consulate General of India

Jeddah

Applications are invited from Saudi nationals and resident Indians in Saudi Arabia and having valid Iqama/national ID for one post of **Interpreter** & one post of **Chauffeur** in the Consulate General of India, Jeddah, KSA. The initial gross pay along with medical insurance and gratuity as follows:-

Pay for Interpreter : SR. 6264/- per month

Pay for Chauffeur : SR. 2784/- per month

Eligibility criteria and selection procedure for the post of **Interpreter**:-

- (a) **BA (Arabic) 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;**
- (c) **Age should be between 21 to 40 years;**
- (d) **Functional knowledge of computer with good typing speed of Arabic and English.**

Selection process will have three stages:

- (i) Short listing of applications;
- (ii) A **written test**; involving objective and subjective question;
- (iii) Candidates who qualify the written test will be called for typing test and **Interview**. The Interview will be conducted by a Board. Candidate's overall personality and experience in the field will be tested during the interview.

The eligibility criteria for **Chauffeur**:-

- (a) **High School;**
- (b) **Valid driving license;**
- (b) **Five years of minimum driving experience in the Kingdom;**
- (c) **Age should be between 21 to 45 years;**

Selection process will have one stage i.e. skill test.

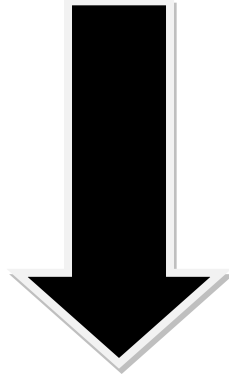
For Interpreter : Filled in applications should be submitted, along with copies of academic certificates & Mark sheets, documents showing experience/ any special training course attended, to:

For Chauffeur : Filled in applications should be submitted, along with copies of academic certificates & Mark sheets, documents showing experience, and Iqama/driving license.

**Administration Section
Consulate General of India,
Jeddah**

Important dates: (i) Last date of receiving applications in the Consulate: 14.06.2017
(ii) Date of Written Exam, Interview and skill test as applicable:
will be intimated later (will be uploaded on the Consulate's website as well).

Application Form



APPLICATION FORM FOR THE POST OF CLERK/RECEPTIONIST

IN CONSULATE GENERAL OF INDIA, JEDDAH

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	Date of Birth	Day:	Month:	Year:	
5	Educational Qualification				
6	Additional Qualification/ training attended				
7	Experience				
8	Indian & Foreign Languages Known	Language	Read	Write	Speak
		1)			
		2)			
		3)			
		4)			
		5)			
9	Local Address / Telephone Contact No.	P.O.Box No.			
		Telephone No.	(O)	(R)	
		Mobile No.			
10	Two References in the Kingdom of Saudi Arabia	1) Name			
		P.O.Box No.			
		Telephone No.	(O)	(R)	
		Mobile No.			
		2) Name			
		P.O.Box No.			
		Telephone No.	(O)	(R)	
		Mobile No.			

11	Full Address in India	
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Note: Please enclose

- 1) Valid Passport Copy
- 2) Valid Iqama Copy
- 3) Copy of Educational Certificates
- 4) Two Recent Photographs (Passport size)
- 5) Documents supporting additional qualifications/training attended/experience

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

Dated: _____

Signature: _____