



**Consulate General of India
Jeddah**

Applications are invited from resident Indians in Jeddah, having valid Iqama, for the post of a Clerk in the Consulate. All the necessary details, including pay and emoluments, eligibility criteria and selection procedure, are as mentioned below. Interested candidates with requisite qualification may send their CVs to (i) E-mail: admin@cgijeddah.com or (ii) P.O. Box No.952, Jeddah-21421. Last date of receiving applications is 09 February, 2017 (1700 hrs.).

Consulate General of India

Jeddah

Applications are invited from resident Indians in Saudi Arabia and having valid Iqama/national ID for a post of Clerk in the Consulate General of India, Jeddah, KSA. The Post carries initial pay of SR 3480/- per month along with medical insurance and gratuity. The post is temporary but may continue further.

The applicant must fulfill the following eligibility criteria, (in absent of these eligibilities, applications will be summarily rejected) :

- (a) **Graduate in any stream from recognized University;**
- (b) **Good working knowledge of English & Arabic;**
- (c) **Age should be between 21 to 40 years;**
- (d) **Functional knowledge of computer with good typing speed.**

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.

Application can be downloaded from the website of Consulate General of India, Jeddah at www.cgijeddah.com Filled in applications should be submitted, along with copies of academic certificates & Mark sheets, documents showing experience/ any special training course attended, to:

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

- Important dates:**
- (i) Last date of receiving applications in the Consulate: 09.02.2017
 - (ii) Date of Written Exam: 16.02.2017
 - (iii) Date of Interview: will be intimated later

**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				

Note: Please enclose

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

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

Dated: _____

Signature: _____