

CONSULATE GENERAL OF INDIA, JEDDAH

Applications are invited from Indian/Saudi nationals for temporary posts of Data Entry Operators, Clerks, Drivers and Messengers for **Haj season – 2018, carrying a salary of SR. 3000/- per month for DEO/Clerk, SR. 2400/- per month for Drivers and SR. 1650/- per month for Messengers.**

Applications in the prescribed proforma along with copies of valid Iqama, passport, educational certificates and Driving License (for those applying for drivers' posts) and no objection letters from sponsors should reach Haj Section, Consulate General of India, P.O.Box.No. 952, Jeddah-21421 **latest by 03.03.2018**. The prescribed proforma is as below. 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 applying for the post of Data Entry Operator should also possess a diploma/certificate in Computer applications from a recognized University/Institution with at least a year's experience as Data Entry Operator. For the posts in Makkah and Madinah, candidates residing in those places will be given preference.

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 are liable to be rejected.

POST APPLIED FOR

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APPLICATION FORM FOR HAJ 2018

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	Knowledge of typing, Short-hand, Computer, etc.	Typing	Short-hand	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 / Telephone Contact No.	P.O.Box No.			
		Telephone No.	(O)	(R)	
		Mobile No.			

10	Specific Qualification for the Post Applied for			
11	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.		
12	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) No objection letter from the sponsor duly attested by local Umdah

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

Dated: _____

Signature: _____