Consulate General of India
Jeddah
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Notice inviting applications for vacancy for the post of Local Clerks (03), Local Chauffeur (01) and Local Messengers (02)

Applications are invited from Resident Indians in Saudi Arabia/Saudi Nationals, 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) {Clerk (Protocol) – 1, Clerk (Media & Culture) – 1 Clerk (Information Technology) - 1 }	SR 4000/-
Chauffeur	One (01)	SR 3200/-
Messenger	Two (02)	SR 2400/-

The eligibility criteria for these posts of Clerk, Chauffeur and Messenger are given below:-

1.   **Clerk**:-

   A1.   Clerk (Protocol)

   (a)   Graduate in any stream from a recognized University;
   (b)   High degree of working knowledge of English & fluent Arabic;
   (c)   Age as on 01.01.2025, minimum – 20 years and maximum – preferably up to 45 years.
   (d)   Functional knowledge of computer with a good typing speed of English.
   (e)   Applicants must have the caliber, such as good communication skills in English and Arabic language, knowledge of the Saudi Government's structure and hierarchy of its different departments (i.e. Police, Haj Ministry, Interior Ministry, Customs etc.), to develop rapport with Saudi authorities and knowledge of various steps of Protocol duty at the Airport (i.e. Immigration, Customs, check-in etc.) in coordination with Airport Authority for performing Protocol and Haj-related duties.
   (f)   Good mental and physical health (A medical fitness certificate will be required at the time of joining).
   (g)   Applicants with considerable experience of working in this field will be preferred.

   A2.   Clerk (Media & Culture)

   (a)   Graduate in any stream from recognized University;
   (b)   High degree of working knowledge of English & Arabic;
   (c)   Age as on 01.01.2025, minimum – 20 years and maximum – preferably up to 45 years.
   (d)   Functional knowledge of computer with good typing speed of English.
   (e)   Applicants must have the caliber, such as good communication skills in English and Arabic language, handling various social media handles (i.e. Facebook, Instagram, Twitter etc.), knowledge of graphics for preparing backdrops and cards, preparation of draft reports after events, press meets, conferences, organizing different cultural events, exhibitions, programs and competitions, and coordination

with different stakeholders involved in these events, acting as Emcee (Master of Ceremonies) in different events and programs organized by the Consulate.

(f)   Good mental and physical health (A medical fitness certificate will be required at the time of joining).

(g)   Applicants with considerable experience of working in this field will be preferred.

A3.   Clerk (Information Technology)

(a)   Full time B.Tech/B.E. (IT/Computer Science)/MCA from a recognized University. Candidates having BCA degree will only be considered if they have minimum experience of 5 years as a Computer Programmer in reputed organizations.

(b)   High degree of working knowledge of English & reasonable competency in Arabic will be preferred.

(c)   Age as on 01.01.2025, minimum – 20 years and maximum – preferably up to 45 years.

(d)   Good typing speed of English.

(e)   Applicants must have a strong overall understanding of computer functions, operating systems (Windows, Fedora etc.), and office equipment (printers, scanners etc.), in-depth knowledge of Microsoft Office applications (Word, Excel, Libre Office etc.), the ability to diagnose and resolve basic hardware, software, or network issues, the ability to manage the website and different Portals/Applications of the Consulate as and when required.

(f)   Good mental and physical health (A medical fitness certificate will be required at the time of joining).

(g)   Applicants with considerable experience of working in this field will be preferred.

2.   **Chauffeur**:-

(a)   10th standard or equivalent examination from a recognized Board.

(b)   Age as on 01.01.2025, minimum – 20 years and maximum – preferably up to 45 years.

(c)   Valid driving license with at least 2 years of driving experience. Applicants having experience of driving in Jeddah and knowledge about major locations of Jeddah will be preferred.

(d)   Applicants must be well versed in traffic rules of the Saudi Arabia.

(e)   Applicants must be able to communicate in Arabic and Hindi/English.

(f)   Good mental and physical health (A medical fitness certificate will be required at the time of joining).

(g)   Applicants with experience in Diplomatic Missions will be preferred.

3.   **Messenger:-**

(a)   10th standard or equivalent examination from a recognized Board.

(b)   Age as on 01.01.2025, minimum – 20 years and maximum – preferably up to 45 years.

(c)   Applicants must be able to communicate in Arabic and Hindi/English.

(d)   Good mental and physical health (A medical fitness certificate will be required at the time of joining).

(e)   Applicants with experience in Diplomatic Missions will be preferred.

Selection process for these posts of Clerk, Chauffeur and Messenger is given below:-

1.   **Clerk**:-

(a)   Short listing of eligible applicants in terms of eligibility criteria;
(b)   The candidates who are short-listed will be called for the written test (MCQ and Subjective).
(c)   The candidates who qualify the written test will be called for the interview followed by the typing test. The interview will be conducted by a Board of the Consulate.

2.   **Chauffeur**:-

(a)   Short listing of eligible applicants in terms of eligibility criteria;
(b)   Short-listed candidates will be called for the driving test.
(c)   Candidates who clear the driving test will be called for the interview. The interview will be conducted by a Board of the Consulate.

3.   **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 Board of the Consulate.

Application form can be downloaded from the website of Consulate General of India, Jeddah at www.cgijeddah.gov.in

Filled in applications should be submitted along with copies of supporting documents as mentioned in application form at:

Administration Section, Consulate General of India, Jeddah, Building of Mr. Mansoor Abdul Rahman Al Hueesh,Villa No. 34. (Behind Saudi National Bank), Tahlia Street, Jeddah, Kingdom of Saudi Arabia, ZIP Code: 23326, Additional no. 8949, Post box no: 952
or
by e-mail on admin.jeddah@mea.gov.in

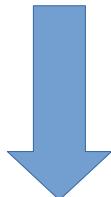**Please read the following important instructions carefully before submitting the application form:-**
(i)   Incomplete applications and applications without the enclosures will be outrightly rejected.
(ii)   Applicants who will submit applications via e-Mail should note that the application form along with supporting documents will be accepted in a single pdf file only, otherwise, application will be liable to be rejected.
(iii)   Applicants who will submit hand-written application forms should note that all the contact details must be legible; otherwise, the application will be liable to be rejected.
(iv)   Applicants intending to apply for the post of Clerk must indicate their post preference clearly in the application form, as the skill test will be held in accordance with their preference. For example, if an applicant's first preference is Clerk (Protocol), second is Clerk (Media & Culture), and third is Clerk (Information Technology), his/her preference should be indicated in the following manner in column 2 of the application form:

(1)   Clerk (Protocol)
(2)   Clerk (Media & Culture)
(3)   Clerk (Information Technology)

(v)   **Only final degree certificates** will be considered for the recruitment process and the candidatures of applicants submitting **provisional degree certificates** will not be considered.

Important dates: (i) Last date of submission of application: **Monday, 05th January, 2026 (1700 hrs.)**
(ii) Date of written test, interview and driving test, will be intimated later.

APPLICATION FORMS

APPLICATION FORM FOR THE POST OF CLERK
(To be filled in BLOCK letters)

1.	Name					
2.	Indicate Post preference	**Clerk (Protocol)/Clerk (Media & Culture)/Clerk (Information Technology)** {Please indicate the Post in order of your preference}				
3.	Passport Details	Passport No.				
		Date of Issue				
		Place of Issue				
4.	Iqama Details	Iqama No.				
		Date of Issue				
		Place of Issue				
		Name of Sponsor				
		Contact No. Of the Sponsor				
5.	Contact details	Mobile No.				
		Email				
6.	Date of Birth	Place of Birth:*(To be filled in BLOCK letters)*		Day:	Month:	Year:
7.	Educational Qualification(s)					
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 and Valid Iqama/National ID
2. Educational Certificates
3. Work Experience Certificate(s), if any
4. Additional qualifications with supporting documents
5. Two Recent passport size Photographs

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				
		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:
6.	Educational Qualification(s)					
7.	Details of Driving License					
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 and Valid Iqama/National ID
2. Educational Certificates
3. Valid Driving License
4. Additional qualifications/work experience with supporting documents
5. Two Recent passport size Photographs

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:*(To be filled in BLOCK letters)*		Day:	Month:	Year:
6.	Educational Qualification(s)					

7.	Proficiency in Indian and Foreign Languages	Language	Read	Write	Speak	Remarks
		1.				
		2.				
		3.				

8.	Local Address / contact details	P.O. Box No.				
		Telephone No.	Office		Residence	
		Mobile No.				

9.	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.				

10.	Permanent Address in India	
11.	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/work experience with supporting documents
6. Two Recent passport size Photographs

Date…………………………….. Signature: ………..