



**Consulate General of India
Dubai**

Duba/Admn/578/01/2024

05.07.2024

The Consulate General of India, Dubai invites applications for the position of Local Clerk. This is a full-time role with a gross monthly pay of AED 6805/- in the pay band (6805-204-9865-296-12825-385-16675) and includes basic insurance coverage.

2. The ideal candidate for this position should meet the following requirements.
 - Should possess a bachelor's degree from an accredited institution.
 - Fluency in English and Hindi, both spoken and written.
 - Should possess excellent communication and computer skills.
 - Should be 30 years of age or younger as on 01.07.2024
3. Important points to remember:
 - The deadline for the submission of the applications is 15.07.2024 (Monday) (1700 hours).
 - Walk-in written test (objective type) & Interview along with document verification is scheduled on 26.07.2024 (Friday) (1000 hours).
 - Applicants to reach the Consulate for the test latest by 0930 hours and should bring valid government IDs and two passport size photographs and their bachelor's degree & other necessary documents.
4. The written test would consist of - General Awareness, Logical Reasoning, Quantitative Aptitude and English Language. Applicants will be selected for interview based on their performance in the written test. Final result will be based on combined score of written test and interview [50% weightage to both].
5. Interested candidates are requested to submit their applications online only through the link provided below. Application sent through the Consulate's email ID will not be accepted for this position.

Google form link: <https://forms.gle/yo6daQac3vuRuJiR9>

6. As per the above mentioned process in paragraph 4, shortlisted candidate will be offered the job by the Consulate.