



**Consulate General of India
Dubai**

Duba/Admn/578/01/2024

15.01.2025

The Consulate General of India, Dubai invites applications for the position of a 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, Arabic and Hindi, both spoken and written.
- Should possess excellent communication and computer skills.
- Should be 32 years of age or younger as on 01.01.2025

3. Important points to remember:

- Walk-in written test for the candidates is scheduled on 22.01.2025 (Wednesday) (1000 hours).
- Shortlisted candidates will be called for Interview which will be held on 24.01.2025 along with document verification.
- Applicants to reach the Consulate (Address – Plot No. 314, Al Hamriya Diplomatic Enclave, Bur Dubai, Dubai) for the written test latest by 0930 hours and should bring valid government Ids, two passport size photographs, 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 be on time for the written test along with their identity documents. Candidates selected for the interview are requested to reach the Consulate along with their educational documents for the interview. Candidates found suitable for the advertised post will be contacted via e-mail/mobile.