Consulate General of India
Dubai
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Vacancy Notice

The Consulate General of India, Dubai, invites applications from eligible candidates for the post of **Chauffeur.**

Mandatory Requirements:

- **Educational Qualification:** School Certificate (completion of secondary education or higher).
- **Driving Skills:** Proficiency in driving a wide range of vehicles - sedans, SUVs, vans - with good knowledge of routes and road networks in Dubai and the UAE.
- **Experience:** Minimum of 5 years' work experience as a professional driver (preferably for diplomatic, government, or multinational organizations).
- **Communication:** Applicants must possess good communication skills and working knowledge of English.
- **Legal Requirements:**
    - Valid UAE driving license.
    - Applicants must be eligible to work and reside in the UAE
- **Health:** Good mental and physical health, supported by a valid medical fitness certificate at the time of joining.
- **Maximum Age Limit:** 35 years as on 01.01.2027.
- **Character:** No criminal record; police clearance certificate required at the time of joining.

Desired Qualification / Experience:

- **Experience:** Preference would be given to those having prior working experience at diplomatic, government, or multinational organizations.
- **Language:** Working Knowledge of Arabic Language is preferred.
- **Public Relations Officer (PRO) skills:** Individual should be capable of liaison with UAE government departments (e.g., immigration, labor, customs) and handling official documentation for visas, licenses, permits, and similar tasks.

Job Description:

- Safely drive official vehicles in Dubai and across the UAE as needed.
- Transport Consulate officials and guests, assist during official visits, manage airport transfers, perform protocol duties, and provide logistical support for visiting delegations.
- Ensure proper maintenance and cleanliness of assigned vehicles.
- Act as the Consulate's liaison (PRO) with UAE governmental bodies for processing documents, visas, permits, and other official tasks.
- Be flexible to work beyond office hours or on weekends/holidays, if required. Overtime Allowance (OTA) would be payable to him/her as per the extant guidelines/rules of the Consulate.

Selection Process:

1. Shortlisting of applications and document verification.
2. Driving test for shortlisted candidates.
3. Interview for candidates who qualify in the driving test.
4. Final selection following performance in both driving test and interview.

Salary & Terms:

- Salary and other benefits as per the Consulate's local staff rules and prevailing regulations. **Starting Monthly Salary (Gross) is AED 6,805/-.**
- Applicant would be eligible for Health Insurance as per local laws of Dubai Government.
- Appointment is initially on a probation of six months, extendable based on performance.
- Employment will be governed by rules and regulations issued by the Government of India and local UAE laws, as applicable.

Application Process:

Interested applicants must apply online and submit their applications on the link mentioned below along with his/her biodata (CV), recent color passport-size photograph, copies of educational certificates, proof of experience, UAE driving license, residency or work permit, and any other relevant documents.

Link: https://forms.gle/VNsusREKaMzNujwb6

Last date for receipt of applications: *06.12.2026*

Important Notes:

- Incomplete applications or those without necessary enclosures will be outrightly rejected.
- Only shortlisted candidates will be contacted for driving test and interview.
- The Consulate reserves the right to reject applications or cancel the recruitment process at any stage without assigning any reasons
- Applications submitted by email or post **will not be accepted**.

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(Joydeep Mohanto)
Head of Chancery

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