



**भारत का प्रधान कौंसलावास / Consulate General of India
दुबई / Dubai**

Duba/Admn/578/01/2024

10.08.2026

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 6,805/- in the pay band (6805-204-9865-296-12825-385-16675) and includes basic medical 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 of 32 years of age or younger as on 01.07.2026.

3. Important points to remember:

- i. Last date for the submission of applications: **20.08.2026 (1700 hours)**
- ii. Written test (objective type): **27.08.2026 (1000 hours)**
- iii. Interview alongwith document verification: **03.09.2026 (1000 hours)**
- iv. Applicants shall reach the Consulate for the written test latest by 0930 hours and should bring valid Government ID, two passport size photographs and their requisite degree & documents.
- v. Only shortlisted candidates will be intimated through email after each stage.

4. **Scheme of Examination:** The examination will be conducted in two stages as indicated below:

- (i) **Written Test:** The written test would comprise 40 multiple choice questions from 04 sections viz. General Awareness, Logical Reasoning, Quantitative Aptitude and English Language.
- (ii) **Interview:** Candidates will be shortlisted for interview based on their performance in the written test.
- (iii) **Final Result:** Final result will be based on combined score of written test and interview (normalized with 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/R1WrABPPrxLpkMUj8>

6. As per the above mentioned process in paragraph 4, shortlisted candidate will be offered the position of local clerk in the Consulate General of India, Dubai.

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(Joydeep Mohanto)
Head of Chancery
