



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

Duba/Admn/578/01/2024

27.02.2026

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) including 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 35 years of age or younger as on 01.01.2026.

3. Important points to remember:

- i. Date of Vacancy: **17.03.2026** (tentatively)
- ii. The deadline for the submission of applications: **08.03.2026** (1600 hours).
- iii. Written test (objective type) & Interview alongwith document verification will be held on **10.03.2026** (1000 hours) and **13.03.2026** (1000 hours) respectively.
- iv. Applicants shall reach the Consulate for the written test latest by 0945 hours and should bring valid Government ID, two passport size photographs and their requisite degree & documents.

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/DymB9tk1dUPkbGVr9>

6. As per the above mentioned recruitment 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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(Pabitra Kumar Majumder)
Head of Chancery
CGI, Dubai