



**Consulate General of India
Dubai

Duba/Admn/578/01/2024

04.07.2025

The Consulate General of India, Dubai invites applications for the position of a permanent 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 01.07.2025.
- Desirable: IT / Networking skills with minimum three years of experience or Arabic knowing (reading, writing and speaking skills).

3. Important points to remember:

- The deadline for the submission of the applications is **20.07.2025** (Sunday) (1700 hours).
- Written test (objective type) & Interview alongwith document verification will be held on **23.07.2025** (Wednesday) (1000 hours) and **28.07.2025** (Monday) (1000 hours) respectively.
- Applicants to reach the Consulate (Plot No. 314, Al Hamriya Diplomatic Enclave) for the written test latest by 0930 hours and should bring valid Government ID, two passport size photographs and their requisite degree & documents alongwith experience letters (wherever necessary).

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] and will be declared on 30.07.2025 (Wednesday) (1700 hours) and the selected candidate will be communicated the same via e-mail.

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/3PmpvGo8unnZzufE7>

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