

VACANCY

The Embassy of India, Tel Aviv is seeking individuals for 1 post of Stenographer

The Embassy urgently requires 1 (one) stenographer. Interested candidates are requested to visit the Embassy website <http://indembassyisrael.gov.in/> ->E-Citizen/tender -> Notice/tenders link for detailed information or can call on tel No-037620700 [1000-1700 hrs (Monday to Thursday) and 0930-1400(Friday)]

VACANCY

The Embassy of India, Tel Aviv is seeking individuals for the post of Stenographer

Last date for applying: 21/11/2018

Position : Stenographer

Post available: 1 (One)

Working Hours: 0830-1730 hrs (Monday to Thursday) and 0830-1430(Friday) (5 days a week). Selected candidate should be willing to work beyond prescribed office hours and on weekends/holidays, as and when need arises for which he will be entitled for Overtime Allowance.

Salary: Pay scale- NIS 5925-144-8805-162-12045 plus 9% COLA of Basic pay and other benefits as per local law plus travelling Allowance of NIS 26.40 per working day

Qualifications Required: Minimum Graduate from a recognized University and good typing skill in English and Hebrew

Work Experience: But 2-3 years' experience in Secretarial profile/Commercial Establishment will be preferred.

Language: Proficiency in English and Hebrew.

MODE OF SELECTION: There will be a typing proficiency examination and an interview.

How to apply:

Interested applicants must submit the following:

- i) Detailed CV/Resume with a Cover letter
- ii) Copy of Israeli ID and Passport
- iii) Filled Pro-forma Application Form
- iv) Passport size photograph
- v) Duplicate copy of Education Qualifications and Work Experience
- vi) References (if any)

N.B: This is purely a temporary appointment and applicant will be on probation for one year. After one year applicant may be made permanent based upon his/her performance. Applicant cannot make any claim on his/her part to be absorbed in the Embassy and/or to be treated as a permanent employee of the Embassy till completion of his/her probation.

Submit your application to:

The Head of Chancery

Embassy of India

140, Hayarkon St, TelAviv

Email: hoc.telaviv@mea.gov.in

Tel. No.037620700 (For enquiries between 1000 hrs to 1700 hrs on working day of Embassy)

Please note: Only those candidates suitable for the position will be contacted.

**Embassy of India
Tel Aviv**

**PROFORMA OF APPLICATION FORM
For the position of Stenographer**

1. Name :
2. Nationality :
3. Date of Birth:
4. Current Address:
5. Contact Number:
6. Language Proficiency:

| Language | Level of Proficiency (Speaking/reading/writing) | Relevant certification (if any) |
|-------------------------|--|---------------------------------|
| English | | |
| Hebrew | | |
| Mention others (if any) | | |

7. Academic Background:

| S.No. | Institution name | Degree/courses | Year | Achievement(s) |
|-------|------------------|----------------|------|----------------|
| | | | | |
| | | | | |

8. Work Experience:

| S.No . | Organization name | Duration | Position | Remarks |
|--------|-------------------|----------|----------|---------|
| | | | | |

Place:

(Signature of the applicant)

Date