

## VACANCY

### **The Embassy of India, Tel Aviv is seeking individuals for 2 posts of Clerk**

The Embassy urgently requires 2 (two) clerks. 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 Clerk

Last date for applying: 16/9/2018

**Position : Clerk**

**Post available: 2 (Two)**

**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: Approx NIS 7500 [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**

**Experience:** Not necessary. But 2-3 years' experience in handling office administration will be preferred.

**Language:** Proficiency in English and Hebrew.

#### 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: [fs.telaviv@mea.gov.in](mailto:fs.telaviv@mea.gov.in) ; [hoc.telaviv@mea.gov.in](mailto: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 Clerk**

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

