

**Embassy of India**  
**Damascus**

**JOB VACANCY**

Applications are invited from the Syrian Nationals residing in Syria for the following post in the Embassy of India, Damascus.

Sl No.	Job Title	Nature of Duties	Educational Qualification	Last date for submission application
1.	Attendant	Movement of documents/goods within & outside of Embassy; cleaning, attending guests/visitors and other duties as assigned.	A person with good English and Arabic speaking skills.	15 <sup>th</sup> December, 2020.

The recruitment process will consist of written test and an interview.

All applications are required to be accompanied by a details CV, with recommendations by the past employer(s), if any, and may be sent by e-mail to [hoc.damascus@mea.gov.in](mailto:hoc.damascus@mea.gov.in) . On preliminary screening, the applicant will be directly contacted by Embassy of India in Damascus. Applicants are therefore advised not to make any telephonic inquiries to know the status of their applications. Proforma for application is available on the second page as under.

**Embassy of India  
Damascus  
\*\*\*\*\***

**PROFORMA FOR APPLICATION FOR THE POST OF (Attendant)**

1. Full Name (In block letters) : .....
  
2. Father's Name : .....
  
3. Date of Birth : .....
  
4. Permanent Home Address : .....
5. Present address (Places of stay during the past 10 years). : .....
6. Contact Number (Mobile) : .....
7. Qualifications (Copies of Certificates /degree to be attached) : .....
- (a) Education : .....
  
- (b) Knowledge of Computer : .....
  
- (c) Any other Qualification : .....
  
8. Work Experience : .....
  
9. I hereby declare that above particulars mentioned in the application are correct and true to the best of my knowledge and belief.

Date :

(Signature of Applicant)

**FOR OFFICE RECORD ONLY**

1. Received on : .....

2. Accepted/Rejected : .....

3. Date of Test/Interview : .....