

JOB VACANCIES

EMBASSY OF INDIA DAMASCUS

Applications are invited from the Syrian Nationals resident in Syria for the following local posts in the Embassy.

S. No.	Job Title	Nature of Duties	Qualifications	Dates for submission of application
1.	Clerk	General Assistance in the Embassy's functioning	Bachelor degree with fluent English speaking	01 st September to 15 th September, 2022.
2.	Office Assistant (Translator/Interpreter)	Translation and Interpretation	Post graduation (Arabic/English) with Bachelor's degree in English	16 th September to 30 th September, 2022

The recruitment process will consist of written test and interview.

All applications are required to be accompanied by a detailed CV, with recommendations by the past employers, if any and may be forwarded by e-mail to hoc.damascus@mea.gov.in & a copy to amb.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 Embassy website www.eoi.gov.in/damascus.
