JOB VACANCY

EMBASSY OF INDIA DAMASCUS

Reference is invited to this Embassy's advertisement dated 1st August, 2018 regarding applications for the post of Clerk cum Receptionist in this Embassy, wherein last date for submission of applications **is now extended to 20th October, 2018** as per the details given below:

Nature of Duties: General Assistance in the Embassy's functioning Qualifications : Bachelor degree with fluent English speaking

Recruit process: Written test and interview

All applications are required to be accompanied by a detailed CV with recommendations by the past emploees if any and may be forwarded by email to hoc.damascus@mea.gov.in (with a copy to amb.damascus@mea.gov.in) latest by 20th October, 2018. On preliminary screening, the applicant will be directly contacted by the 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 given below.

Embassy of India Damascus ***

PRO	FORMA FOR APPLICATION F	FOR T	'HE POST OF ()
1.	Full Name (In block letters only)	:	
2.	Father's Husband'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 certificate/degree to be attached)	:	
(a)	Educational	:	***************************************
(b)	Knowledge of Computer	:	***************************************
(c)	Any other Qualification	:	,
8.	Experience	:	
9. I hereby declare that above particulars mentioned in the application are correct and true to the best of my knowledge and belief.			
Dated:			(Signature of applicant)
FOR OFFICE RECORD ONLY			
1.	Received on :	*****	
2.	Accepted/Rejected :	****	
3.	Date of Test/Interview :		