



भारत का राजदूतावास
Embassy of India
Tel Aviv

ADVERTISEMENT FOR VACANCY OF CLERK-CUM-TYPIST

The Embassy of India in Tel Aviv seeks applications for the position of **Clerk-cum-Typist** at the Embassy of India, Tel Aviv located at 140, HaYarkon St, Tel Aviv. Interested candidates are invited to submit their applications to hoc.telaviv@mea.gov.in and admn1.telaviv@mea.gov.in. For detailed information about the eligibility criteria, salary, etc., please visit the Embassy's website at <https://www.indembassyisrael.gov.in/> or call **03-7620700** during the following hours:

Monday to Thursday: 10:00 AM - 5:00 PM

Friday: 9:30 AM - 2:00 PM



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VACANCY / JOB OPPORTUNITY:

The Embassy of India in Tel Aviv is looking for a committed and motivated individual for the full-time position of 'Clerk-cum-Typist' in the Embassy.

Qualifications:

Essential Qualification:-

- Graduate Degree from a recognized university.
- Proficiency in both **English and Hebrew** (spoken and written) at a professional level.
- Computer skills, including MS Word, Excel, PowerPoint, e-mail, and online data/portal usage.
- Below the age of 40 years.

Desirable Qualification:-

- Prior work experience in clerical, administrative, or liaison roles, preferably with government, semi-government, business agencies, or diplomatic/consular offices.
- Familiarity with local administrative procedures such as permits, licenses, or clearances.
- Experience in supporting meetings, delegations, or events, including logistical coordination.
- Ability to maintain a professional network of contacts with government or business institutions.

Job Description:

The Clerk-cum-Typist will be responsible for handling clerical and administrative tasks while also serving as a link between the Embassy and local authorities. The role includes drafting, typing, and translating official documents in English and Hebrew; maintaining records, files, and data systems; and ensuring timely preparation and processing of correspondence. In addition, he/she will liaise with government offices, municipal authorities, and business agencies to coordinate permits, licenses, and other official requirements, while also providing logistical and administrative support for meetings, delegations, and events. The position requires organizational ability, bilingual communication skills, and a high level of professionalism, with strict adherence to confidentiality and office decorum.

Mental and Physical Health:

Candidate should be in a good mental and physical health. At the time of appointment, candidate would need to submit a medical fitness certificate and police clearance certificate.

Contract & Salary:

The successful applicant will be employed for an initial period of 3 months after which he/she may be considered for full-time appointment depending upon satisfactory performance. Working days at the Embassy of India, Tel Aviv are Monday to Friday (Holidays on Saturday and Sunday). Starting gross salary for the post would be in the range of **NIS 9500/-**.

Interested candidates may send their applications and Curriculum Vitaes (CVs) in English only by email to hoc.telaviv@mea.gov.in and admn1.telaviv@mea.gov.in. Only selected candidates will be contacted for the process of recruitment. **Last date of receipt of applications: 13th October, 2025.**

APPLICATION FORM FOR THE POST OF CLERK-CUM-TYPIST

1. Full Name:				
2. Mobile No.:				
3. Email:				
4. Current Residential Address:				
5. Gender:				
6. Age:				
7. Nationality:				
8. Israeli National ID:				
9. Highest Education Qualification (if any)				
10. Specialization/Additional Qualifications (if any)				
11. Proficiency in Languages: Please tick appropriate box in the table below:				
Language	Not Known	Basic	Intermediate	Fluent/Native
English				
Hebrew				
Any Other				
12. Previous Employment, if any:				
Name & Address of Employer		Nature of duties/work handled	Period	
13. Any other relevant information candidate intends to provide:				

*Please attach copies of following documents with this application:

- (i) Copy of Israeli National Identity Card
- (ii) Copy of Certificate of highest educational qualification

14. I hereby certify that the information given above is correct to the best of my knowledge and belief. I am fully aware that if any information given above is found incorrect or any information is suppressed or concealed subsequently, my candidature or services will liable to be cancelled on this ground without any notice.

Signature of the Candidate

Date:
Place: