

VACANCY

The Embassy of India, Tel Aviv is seeking individuals for 3 local posts

The Embassy urgently requires three (3) employees for the posts of Receptionist-cum-Clerk, Stenographer and Messenger-cum-Chauffeur. 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)**].

Hebrew as well as in English

**Embassy of India
Tel Aviv**

PROFORMA OF APPLICATION FORM
For the position of Receptionist cum 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

VACANCY

The Embassy of India, Tel Aviv is seeking individuals for the post of one Receptionist-cum-Clerk

Last date for applying: 30/06/2021

Position : Receptionist cum Clerk

Post available: 1 (one)

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: 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. OTA will be provided in case of working after office hour as per local law.

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.

MODE OF SELECTION: There will be a typing proficiency examination in English and Hebrew and an interview.

How to apply:

Interested applicants must submit the following:

- Detailed CV/Resume with a Cover letter
- Copy of Israeli ID and Passport
- Filled Pro-forma Application Form
- Passport size photograph
- Duplicate copy of Education Qualifications and Work Experience
- 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: hoc.telaviv@mea.gov.in; cul.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 Stenographer

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. Typing proficiency speed:
8. Academic Background:

S.No.	Institution name	Degree/courses	Year	Achievement(s)

9. Work Experience:

S.No .	Organization name	Duration	Position	Remarks

Place:

(Signature of the applicant)

Date

VACANCY

The Embassy of India, Tel Aviv is seeking individuals for the post of Stenographer

Last date for applying: 30.06.2021

Position : Stenographer

Post available: 1 (One)

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: 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 and good typing skill in English and Hebrew

Work Experience: But 2-3 years' experience in Cultural Establishment will be preferred.

Language: Proficiency in English and Hebrew.

MODE OF SELECTION: There will be a typing proficiency examination in English and Hebrew and an interview.

How to apply:

Interested applicants must submit the following:

- Detailed CV/Resume with a Cover letter
- Copy of Israeli ID and Passport
- Filled Pro-forma Application Form
- Passport size photograph
- Duplicate copy of Education Qualifications and Work Experience
- 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.

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**Embassy of India
Tel Aviv**

PROFORMA OF APPLICATION FORM
For the position of Messenger cum Chauffeur

- 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

VACANCY

The Embassy of India, Tel Aviv is seeking individuals for the post of Messenger cum Chauffeur

Last date for applying: 30.06.2021

Position : Messenger cum Chauffeur

Post available: 1 (One)

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: 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: Minimum 2-3 years driving experience in Israel as well experience in upkeep of cars, doing miscellaneous day to day office works.

Language: Clear understanding and ability of Basic English and Hebrew.

How to apply:

Interested applicants must submit the following:

- Detailed CV/Resume with a Cover letter
- Copy of Israeli driving license
- Filled Pro-forma Application Form
- Passport size photograph
- Duplicate copy of Education Qualifications and Work Experience
- 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.

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