

VACANCY

Embassy of India Tel Aviv is seeking individuals for 1 post

The Embassy urgently requires one (1) Temporary Chauffeur for 3 years from 01.07.2021 till 30.06.2024. 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)**]

VACANCY

Embassy of India, Tel Aviv is seeking individuals for the post of Temporary Chauffeur for 3 years from 01.07.2021 till 30.06.2024

Last date for applying: 14.06.2021

Position : Chauffeur

Post available: 1 (One) (The tenure of the post is from 01.07.2021 till 30.06.2024)

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 12th Grade/ preferred Graduate from a recognized University

Experience: Minimum 2-3 years driving experience in Israel as well experience in upkeeping 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. 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.

Submit your application to:

The Head of Chancery

Embassy of India

140, Hayarkon St, Tel Aviv

Email: hoc.telaviv@mea.gov.in;

Tel. No.037620700 (For enquiries between 0930 hrs to 1700 hrs)

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 Temporary Chauffeur
(Tenure of the post is from 01.07.2021 till 30.06.2024)

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. Marital status :

7A. Family details:

Sl no	Name	Relation

8. Academic Background:

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

9. Work Experience:

Certificate of employment from previous employer required

S.No .	Organization name	Duration	Position	Remarks

10. Motor vehicles handled:

11. Owns a car - Yes/No

12. License valid- yes/no

13. Whether has any record of accidents/complaints? -

14. SOBER - Yes/No

15. Has received any traffic tickets (personal /professional), if yes , details –

16. Any other details of relevance –

17. Have you been vaccinated for COVID?

18. Are you related to any of the employees working in the Embassy? – Yes/No

I do hereby declare that all the details provided above are true to best of my knowledge. If found otherwise, I hereby understand that the same can be used as grounds for termination of my service, if appointed.

Place:

Date

(Signature of the applicant)
Name-