



भारत का राजदूतावास

Embassy of India

Tel Aviv

VACANCY

The Embassy of India in Tel Aviv invites applications from committed and motivated individuals for the full-time position of '**Science and Innovation Assistant (SIA)**', with a starting gross salary of approximately **NIS 12,500/- per month**.

(A) Essential Qualification:

- Bachelor's degree in any discipline from a recognized university (preferably in Science, Technology, Engineering, Computer Science, or related fields.)
- Proficiency in Hebrew and English (spoken and written).
- Computer skills, including MS Word, Excel, PowerPoint, e-mail, and online data/portal usage.
- Ability to prepare reports, briefs, correspondence, and presentations.
- Age below 35 years; medically fit and able to provide required medical fitness and police clearance certificates.

(B) Desirable Qualification:

- Experience in science diplomacy, technology cooperation, research, or innovation sectors.
- Experience in organizing meetings, delegations, seminars, and official events.
- Experience in liaison and coordination with government authorities, academic institutions, research organizations, technology companies, and stakeholders.

(C) Job Description: The selected candidate will support the Embassy's activities in promoting India-Israel cooperation in science, technology, and innovation. He/She will conduct research, prepare reports, briefs, presentations, and correspondence, monitor emerging technology developments, and coordinate with government authorities, academic institutions, research bodies, startups, technology companies, and other stakeholders. He/She will assist in organizing meetings, seminars, delegations, and official events while providing coordination and administrative support to strengthen bilateral STI partnerships. He/She will look after the work related to innovation, science and technology, I4F and Israel innovation authority, startups & incubators, VC funds, High-tech Industry and Civilian side Cooperation of Defence Technology (DDR&D), cooperation in the field of Critical And Emerging Technology areas apart from Academia and R&D partnerships. He/She may require to undertake/perform any other work assigned by the Embassy.

(D) Terms of Engagement: The selected candidate will initially be engaged for a period of three months on a probationary basis. Subject to satisfactory performance and successful completion of the initial period, the candidate may be considered for continuation as a full-time employee. The working hours of the Embassy of India, Tel Aviv are Monday to Thursday from 0830 hrs to 1730 hrs and Friday from 0830 hrs to 1430 hrs. The Embassy remains closed on Saturdays and Sundays.

(E) Submission of Application: Interested candidates are invited to submit their applications along with a CV in English and copies of relevant documents, including educational qualifications, proof of work experience, and valid ID/Passport etc. through email to hoc.telaviv@mea.gov.in and admn1.telaviv@mea.gov.in. Applications will be reviewed and shortlisted candidates will be called for an interview by the Embassy. **The last date for submission of applications is 24th August, 2026.**

Application Form for the post of 'Science and Innovation Assistant'

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: