

**Last Date for submission: 26.06.2025**

**Embassy of India  
Kuwait**

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**Hiring of a Temporary/Contingency Staff  
in Embassy of India, Kuwait**

Applications are invited for hiring **one Clerk** on contingency/temporary basis in the Embassy of India, Kuwait for a period of NOT more than ONE year.

**Minimum requirements**

- Should be a graduate from a recognised University.
- Age: 21-35 yrs and physically and mentally fit. Applicants are required to submit a 'Medical Certificate' that has been appropriately signed by an authorized medical practitioner.
- Must be fluent in Arabic, English and Hindi. Preference will be given to Arabic knowing applicants.
- Must be conversant with administrative/office work, preferably with 1 year of work experience.
- Should be computer and technology savvy with knowledge of office applications.
- Should possess valid Civil ID or residency as per local laws.

**Brief work profile:**

- File/document management
- Proficiency in the use of computers
- Processing of applications on online portal
- Public dealing
- Answering queries on calls/emails
- Any other duties assigned by the officer in the Embassy of India, Kuwait
- As per applicable Embassy of India, Kuwait working hours. In general, 0800 — 1630 hrs on week days; Lunch time break for half-an hour; OFF duty only on Fridays, Saturdays and as per Embassy of India, Kuwait's declared Holidays. Sometimes, in exigencies, the candidate may be required to work beyond office hours or on holidays including weekends.

**Hiring process:**

- Applications should be submitted (through email) duly filled-in **Form** along with copies of academic certificates & mark sheets, documents showing experience/any special training course attended, Medical Certificate, Valid Civil ID and Passport by visiting the official website <https://indembkwt.gov.in/index.php>.
- After scrutinizing the CV of applicants, the shortlisted eligible candidates will be interviewed by a committee in the Embassy.

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### **Duration and Term of Contract/Appointment**

- Temporary post on contingency basis. The services will be liable for termination at any time without notice from either side. No additional payment except the normal pay for the period of work till termination of service is payable.
- The Embassy of India shall not be held responsible for any medical or other expenses incurred during the period of service.
- Employment is governed by the rules and regulations as prescribed by the Competent Authority of Government of India from time to time.
- Grievances, if any will be settled according to the Government of India's rules & regulations and not according to the Local Laws of the country concerned where the Mission is located.

### **Character & antecedents**

- Candidate should have clean personal behavioral records and if selected, Police Clearance Certificate with NO cases of local law violating records till the date of joining of Embassy of India, Kuwait to be submitted.

### **Remuneration:**

Kuwaiti Dinar 16/- per day, to be paid on monthly basis

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*Interested candidates can send their CV, Duly filled in form, Educational Certificates to Head of Chancery, Embassy of India at [admkuwait@mea.gov.in](mailto:admkuwait@mea.gov.in). **Last date for sending CV is 26.06.2025.***

**Application for the post of local Assistant Clerk on contingency basis  
in the Embassy of India, Kuwait**

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***FORMAT FOR SUBMISSION OF APPLICATION (to be filled in English)***

1	Post Applied for	Local Assistant Clerk on contingency basis in Embassy of India, Kuwait	Affix a recent colour passport size (3 x 4) photo
2	Full Name of the Candidate		
3	Date of Birth, Gender, Nationality, Passport details Marital status, Spouse/Family details	Write all applicable details (copy of the valid Civil ID, visa/work/residence permit to be attached)	
4	Permanent address of Residence and contact details		
5	Present address of communication and contact details.  Mobile No.: E-mail address:		

6	Educational qualification	(describe in detail all the years of study indicating the place, university/institute name, marks/grade secured, without excluding any information, till date and enclose ALL RELEVANT copies of marks, graduation certificate(s) or competency certificate(s) as applicable for each details mentioned; add additional rows and columns as may be required)
7	School	
8	Higher Education/Diploma, Graduation, Post-Graduation	
9	Additional qualification details, if any	
10	Work experience :	(describe in detail all the years of work experience indicating Name of the Organization employed, period of employment, reasons for leaving the organization, nature of work and highlight main projects of works directly involved/handled including specific achievements, if any; work experience certificates issued by previous employers shall be attached, wherever applicable; add additional rows and columns as may be required); Indicate from present employment till first employment without excluding any year(s) of working till date. Courier / Translation / Interpretation skills related experience to be highlighted.
11	Previous employment detail 1	
12	Previous employment detail 2	
13	Previous employment detail 3	

14	Write about self in concise para, not exceeding 200 words, indicating the reasons for suitability of considering yourself for the applied post	
15	If selected mention the minimum time required for joining the job.	
16	Self Declaration	<p>a) I hereby affirm that all the above information submitted by me in this application is true and confirm to the actual condition of my present and past records.</p> <p>b) I hereby declare that I have submitted all the details without withholding any information.</p> <p>c) If any of the information provided by me found to be false or withheld without disclosing the actual status, I agree to be subjected for disciplinary proceedings as considered necessary by Embassy of India, Kuwait leading to termination from my job and suitable legal action, if any.</p> <p>d) I hereby agree that mere submission of my application to Embassy of India, Kuwait for the post does not give me any right for seeking the job and the evaluation of my application for competency of the applied job is solely under the discretion of Embassy of India, Kuwait on which I shall have no right to contest.</p> <p>e) I hereby agree that Embassy of India, Kuwait reserves the right to appoint the suitable selected candidate at its time of choice or cancel the process of evaluation of candidates for the applied post, without assigning any reasons thereof.</p>
<p>Place</p> <p>Date: <span style="float: right;">Signature of the Candidate</span></p>		