Embassy of India
Kuwait

Advertisement for recruitment of Local Clerk (01 Post)

Embassy of India, Kuwait invites application from suitable candidates for the local post of Local Clerk in the Embassy.

Job Description:

- Draft, type, and process official correspondence, notes, and reports.
- Manage incoming and outgoing communications, including emails, phone calls, letters, and related documents.
- Maintain organized filing systems (both physical and digital) for documentation and record-keeping.
- Support the organization and execution of official events, receptions, and public diplomacy activities.
- Create digital photographs/videos, designs, and presentations using software such as MS Word, PowerPoint, Excel, Canva, Photopea, Adobe Photoshop and Illustrator.
- Design official creatives, including posters, banners, social media content, invitation, certificates, event materials in line with the Embassy's standards.
- Perform any other duties assigned by Embassy Officers.

Required Qualifications:

- Bachelor's degree from a recognized institution.
- Strong command of English (spoken, read, and written); knowledge of Hindi.
- Working level knowledge of Arabic is an advantage but not a requirement.
- Proficiency in MS Office applications (Word, Excel, PowerPoint) and basic IT operations. Skills in image/video editing software such as Adobe Photoshop and Illustrator.
- Typing proficiency in English
- Strong organizational, interpersonal, and communication skills.
- Ability to maintain confidentiality, work under pressure, and meet deadlines.

Additional Requirements:

- **Residence Status:** Must hold valid Kuwaiti residency (transferable).
- **Age Criteria:** Between **25 and 40** years of age.
- **Experience:** Minimum of **2 years of prior experience** in administrative/ computer expert or clerical roles (preferably in an Embassy, Consulate, or international organization).
- **Emoluments:** Starting Salary: **KD 500/- + COLA (19.75%)**
  Pay Scale: ***500-15-725-22-945-28-1225***

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Interested candidates may fill the application form online before **11th July 2026 (1700 hrs)** at https://forms.gle/b6MbURoTchab5LHR6 or by scanning the QR Code :

For more details, please visit Embassy Website https://indembkwt.gov.in/index.php

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