

Embassy of India

Abu Dhabi

Vacancy Notice

The Embassy of India, Abu Dhabi, invites applications from eligible candidates for the post of **Local Clerk**.

Mandatory Requirements:

- **Minimum Educational Qualification:** Graduate.
- **Experience:** Minimum of 5 years' work experience in government/ non-government organizations
- **Communication:** Applicants must possess good communication skills and working knowledge of English.
- **Legal Requirements:** Applicants must hold a valid UAE resident Visa
- **Health:** Good mental and physical health, supported by a valid medical fitness certificate at the time of joining.
- **Maximum Age Limit:** 35 years as on the application deadline.
- **Character:** No criminal record; police clearance certificate required at the time of joining.

Job Description:

- Good noting & drafting skills with the ability to manage routine clerical duties alongside event-related support tasks.
- Basic understanding of office procedures, record-keeping, and equipment handling.
- Experience in providing administrative and logistical support for meetings, press briefings, or cultural events will be desirable.
- Experience in planning and managing cultural events, along with demonstrated ability to handle social media platforms (Instagram, LinkedIn, Twitter/X).
- Proficiency in graphic design and video editing tools (e.g., Adobe Creative Suite, Canva).
- Basic working knowledge of computers and office equipment, including handling routine technical issues and their troubleshooting and use of standard software applications.
- Basic knowledge of IT support tasks such as troubleshooting hardware, fixing printer and network issues, helping users, and understanding LAN, internet connections, and common office IT systems.

Selection Process:

1. Shortlisting of applications based on eligibility criteria, followed by document verification.
2. Interviews for shortlisted candidates to assess suitability for the position.
3. Issuance of Offer Letter to the selected candidate.

Salary & Terms

- Salary and other benefits as per the Embassy's local staff rules and prevailing regulations. **Starting Monthly Salary (Gross) is AED 6805/-.**
- Applicant would be eligible for Health Insurance as per local laws of Abu Dhabi Government.
- Appointment is initially on a probation of six months, extendable based on performance.
- Employment will be governed by rules and regulations issued by the Government of India and local UAE laws, as applicable.

Application Process

Interested applicants must apply online and submit their applications on the link mentioned below along with his/her biodata (CV), recent color passport-size photograph, copies of educational certificates, proof of experience, residency or work permit, and any other relevant documents.

Link: <https://forms.gle/Tgi8FAxFdNXt1AHKA>

Last date for receipt of applications: *14 April, 2026 (by 11.59 PM)*

Important Notes

- Incomplete applications or those without necessary enclosures will be outrightly rejected.
- Only shortlisted candidates will be contacted for interviews.
- The Embassy reserves the right to reject applications or cancel the recruitment process at any stage without assigning any reasons
- Applications submitted by email or post **will not be accepted.**
