Embassy of India, Abu Dhabi
Invites applications for the following posts:

1. **Local Clerk**

   Requirements for the Post:
   
   - Minimum educational qualification – Graduate
   - Minimum 2-3 years of experience in government / non-government organisation
   - Competence in Computers
   - Proficiency in spoken and written English
   - Knowledge of Arabic preferred
   - Good inter-personal and PR skills
   - Accuracy and attention to detail
   - Aptitude to learn
   - With valid UAE work visa

2. **Driver-cum-Public Relations Officer**

   Requirements for the Post:
   
   - Minimum qualification – High School
   - English/Arabic knowledge preferred
   - Valid UAE Driving Licence and 5 years’ experience required
   - Valid UAE work visa

**Last date of Applications:** 30 November 2015

Please submit applications along with curriculum vitae and copies of supporting documents sealed in an envelope titled – “Application for Local Clerk” or “Application for “Driver-cum-PRO”, as the case may be – addressed to:

**Deputy Chief of Mission & Head of Chancery**
Embassy of India, P.O. Box No. 4090
Abu Dhabi, UAE