

**EMBASSY OF INDIA  
TEHRAN**

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**Job Vacancy Notice**

**JOB REQUIREMENTS**

<b>Sl. No.</b>	<b>Description</b>		<b>Requirements/Specifications/Experience</b>
•	Name of Post	:	Clerk
•	Number of Post(s)	:	One (01)
•	Location of work	:	Embassy of India 22, Mir Emad Street, (Corner of 9th Alley), Dr. Beheshti Avenue, Tehran
•	Nature of Job	:	Regular job with probation period of six months
•	Educational qualification	:	University Degree
•	Age criteria	:	Preferably from 25-35 years
•	Nationality & Eligibility	:	The applicant should be an Iranian national or must have a valid long term work visa for Islamic Republic of Iran
•	Essential skills	:	<ul style="list-style-type: none"><li>• Proficiency in English and Farsi, both, in writing and speaking</li><li>• Proficient in MS Office and IT skills</li><li>• Translation skills from English to Farsi and vice versa</li><li>• Good inter-personal and public relation skills</li></ul>
•	Other Skills	:	<ul style="list-style-type: none"><li>• Dedication and flexibility</li><li>• Analytical and structured way of working with high level of reliability</li><li>• Ability to multitask, work with tight deadlines and handle increased workload</li></ul>
•	Work experience	:	Minimum 04 years of prior work experience in an organization in an administrative/accounts/front-desk role. Past experience of working with Foreign Missions, Government is an added qualification
•	Working Hours	:	Normal working hours from 0900 – 1730 hrs, lunch time break for half-an-hour. In the event of exigencies the employee may be required to work beyond office hours or on holidays and weekends
•	Character & antecedents	:	A Police Clearance Certificate from the police department is required certifying that the candidate has a clean records and there is no legal/criminal records registered against him/her
•	Physical and mental health	:	The selected candidate would be required to submit a Medical Fitness Certificate regarding his/her mental and physical health
•	Salary	:	To be disclosed to the shortlisted candidates only
•	Crucial dates	:	Date of publishing the vacancy : 18.12.2024 <b>Last date of receipt of applications: 27.12.2024</b>
•	Address for sending	:	Applications will only be accepted via email. Applications along

	application	<p>with <b>CV, contact details, recent photograph, and copy of passport/national ID/valid work permit</b> should be sent to Embassy by email to <a href="mailto:hoc.tehran@mea.gov.in">hoc.tehran@mea.gov.in</a> with subject "APPLICATION FOR CLERK". The email may be addressed to:</p> <p>Mr. Sanjeev Mandia  Head of Chancery  Embassy of India  Tehran  Email: <a href="mailto:hoc.tehran@mea.gov.in">hoc.tehran@mea.gov.in</a></p>
<ul style="list-style-type: none"> <li>•</li> </ul>		<p>Application submitted without required copies of National ID Card, work permit/employment visa and details of past experience/educational/work/professional qualifications will be summarily rejected. Applications found without any clarity due to insufficient data will also be NOT accepted. No communication in this regard will be entertained.</p> <p>Embassy of India has a zero-tolerance approach to conduct such as fraud, harassment, abuse of authority, misbehaviour and discrimination. All selected candidates will be expected to adhere to Embassy of India's standards of conduct and will undergo background verification. Misrepresentation of information provided during the recruitment process may lead to disqualification or termination of employment with immediate effect.</p>

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<b>Sl. No.</b>	<b>Description</b>		<b>Requirements/Specifications/Experience</b>
●	Name of Post	:	Messenger
●	Number of Post	:	One (1)
●	Location of work	:	Embassy of India 22, Mir Emad Street, (Corner of 9th Alley), Dr. Beheshti Avenue, Tehran
●	Nature of Job	:	Regular job with probation period of six months
●	Educational qualification	:	High School Diploma
●	Age criteria	:	Preferably from 22-35 years
●	Nationality & Eligibility	:	The applicant should be an Iranian national or must have a valid long term work visa for Islamic Republic of Iran
●	Essential skills	:	<ul style="list-style-type: none"><li>• Proficiency in English and Farsi, both, in writing and speaking</li><li>• Familiar with MS Office and IT skills</li><li>• Good inter-personal and public relation skills</li></ul>
●	Other Skills	:	<ul style="list-style-type: none"><li>• Dedication and flexibility</li><li>• Ability to multitask, work with tight deadlines and handle increased workload</li></ul>
●	Desirable work experience	:	Minimum 02 years of prior work experience in an organization in an secretarial, administrative, logistics or services role. Past experience of working with Foreign Missions, Government/Private Organizations is an added qualification
●	Working Hours	:	Normal working hours from 0900 – 1730 hrs, lunch time break for half-an-hour. In the event of exigencies the employee may be required to work beyond office hours or on holidays and weekends
●	Character & antecedents	:	A Police Clearance Certificate from the police department is required certifying that the candidate has a clean records and there is no legal/criminal records registered against him/her
●	Physical and mental health	:	The selected candidate would be required to submit a medical fitness certificate regarding his/her mental and physical health
●	Salary	:	To be disclosed to the shortlisted candidates only
●	Crucial dates	:	Date of publishing the vacancy : 18.12.2024 <b>Last date of receipt of applications: 27.12.2024</b>
●	Address for sending application	:	Applications will only be accepted via email. Applications along with <b>CV, contact details, recent photograph, and copy of passport/national ID/valid work permit</b> should be sent to Embassy by email to <a href="mailto:hoc.tehran@mea.gov.in">hoc.tehran@mea.gov.in</a> with subject “APPLICATION

		<p>FOR MESSENGER". The email may be addressed to:</p> <p>Mr. Sanjeev Mandia  Head of Chancery  Embassy of India  Tehran  Email: <a href="mailto:hoc.tehran@mea.gov.in">hoc.tehran@mea.gov.in</a></p>
<ul style="list-style-type: none"> <li>●</li> </ul>	<p>Application submitted without required copies of National ID Card, work permit/employment visa and details of past experience/educational/work/professional qualifications will be summarily rejected. Applications found without any clarity due to insufficient data will also be NOT accepted. No communication in this regard will be entertained.</p> <p>Embassy of India has a zero-tolerance approach to conduct such as fraud, harassment, abuse of authority, misbehaviour and discrimination. All selected candidates will be expected to adhere to Embassy of India's standards of conduct and will undergo background verification. Misrepresentation of information provided during the recruitment process may lead to disqualification or termination of employment with immediate effect.</p>	

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