

**Embassy of India  
Beirut**

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**Job Vacancy**

The Embassy of India in Beirut invites applications for 01(one) local post of **Clerk-cum-typist**.

**Job Profile :** To handle all consular work for the Mission and to work as Clerk-cum-Typist in the Administration/Accounts/Political/Consular wings etc. or any other jobs assigned by the competent authority from time to time.

**Pay Scale :** USD 609-14-861 plus 50% Cost of Living Allowance [Starting monthly salary will be around \$913.50]

**Required qualifications and skill set:**

1. Education: Graduation/Bachelor degree in any field of study.
2. Age Limit : Between 21 years to 35 years as on 01.07.2024.
3. Computer Skill : Sound knowledge of computer skills, especially knowledge of LibreOffice/MS Office.
4. Language Proficiency : Must be fluent in English and Arabic with translation proficiency to/from Arabic/English
5. Nationality : Lebanese / Indian National having valid work permit
6. Communication Skills: Good writing, communication and social media skills

**Desirable Qualifications:**

1. Knowledge of French or other UN languages
2. Demonstrate dedication and analytic skill, strong management skill and ability to prioritize and deal with multiple tasks. Have good team work skills.
3. Working experience in any diplomatic/UN mission.
4. Experience of at least 01 year in a reputed organization.

II. Interested candidates may send Resume/CV along with all supporting documents (Passport Copy/Date of Birth proof/Educational Certificates, Experience Certificate, /Copy of Work Permit by email on the email id [adm.beirut@mea.gov.in](mailto:adm.beirut@mea.gov.in) OR [adm3.beirut@mea.gov.in](mailto:adm3.beirut@mea.gov.in) by **3<sup>rd</sup> May, 2024**. **Application without proof of date of birth and educational certificates will be rejected.**

III. Candidates based on their Resume/CV along with supporting documents will be called for written/translation test, skill test on computer followed by the Interview for final selection for the post. Embassy's decision regarding suitability of a candidate shall be final.

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