

**Embassy of India
Riyadh**

APPLICATION FOR THE POST OF CLERK

Full Name (as per passport)					
Date of Birth (DD/MM/YYYY)					
Saudi Mobile Number					
Email ID (in CAPITAL)					
Passport No.					
Passport Expiry Date					
Iqama No.					
Iqama Issue Date					
Iqama Expiry Date					
Educational Qualification (Check all that apply)	Graduate ☐ Post Graduate ☐				
Work Experience (provide details of all relevant work experience)					
Language Proficiency (mark only one circle per row)		Beginner	Intermediate	Advance	Native
	English	☐	☐	☐	☐
	Arabic	☐	☐	☐	☐
	Hindi	☐	☐	☐	☐

Residence Address in K.S.A.	
Permanent Address in India	

Name : _____

Date : _____

Signature : _____

You are requested to attach the following documents with your email submission:
(* indicates mandatory documents)

1. Application Form*
2. Detailed CV*
3. Copy of Passport (First & Last Page)*
4. Copy of Original Iqama (Card)*
5. Copy of Digital Iqama (Absher Screenshot)
6. Copy of Educational Certificates (10th, 12th & Bachelor's Degree)*
7. Work Experience Certificate
8. Additional qualifications with supporting documents

Note: Incomplete applications and applications without the enclosures will be rejected.