

**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)	<table><thead><tr><th></th><th>Beginner</th><th>Intermediate</th><th>Advance</th><th>Native</th></tr></thead><tbody><tr><td>English</td><td>☐</td><td>☐</td><td>☐</td><td>☐</td></tr><tr><td>Arabic</td><td>☐</td><td>☐</td><td>☐</td><td>☐</td></tr><tr><td>Hindi</td><td>☐</td><td>☐</td><td>☐</td><td>☐</td></tr></tbody></table>		Beginner	Intermediate	Advance	Native	English	☐	☐	☐	☐	Arabic	☐	☐	☐	☐	Hindi	☐	☐	☐	☐
	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.