

**Consulate General of India
Los Angeles**

JOB VACANCY

Consulate General of India, Los Angeles invites the application for the Post of Chauffeur

Required qualifications and skill set:

- Grade 12 or above;
- Should possess a valid driver's license and experience of at least 3 years of driving skills;
- Adequate communication skills in English.
- Should be willing to work in odd working hours and on weekends/ holidays.

Work Profile

- To drive official vehicle to various destinations within and outside Los Angeles County;
- To maintain and keep allotted vehicle tidy and clean;
- Any other work assigned from time to time.

Initial Pay: US\$ 5171 per month.

Interested candidates may send applications and resumes

(along with all supporting documents including educational qualification) to: admin.la@mea.gov.in **latest by 25 September.**

Working Hours: 0900-1730 hrs (5 days a week). Selected candidate should be willing to work beyond prescribed office hours and on weekends/holidays, as and when need arises.

Mental and Physical Health: Candidate should be in good mental and physical health. At the time of offer of appointment, candidates need to submit a medical fitness certificate.

For Foreign Nationals other than US citizens: Only candidate having local work- permit/resident visa in compliance with local rules and regulations to work in Foreign Diplomatic Missions will be eligible for consideration.

How to apply:

Interested applicants must submit the following:

- 1 Detailed CV/Resume with a Cover letter
- 2 Passport size photograph
- 3 Copy of Educational Qualifications and Work Experience
- 4 Copy of Passport & Residence card

Submit your application to:

Vice Consul

Consulate General of India, Los Angeles

Email: admin.la@mea.gov.in

Please note: Only those candidates suitable for the position will be contacted.

Consulate General of India
Los Angeles

PROFORMA OF APPLICATION FORM
For the position of Chauffeur

1. Name :
2. Nationality :
3. Date of Birth:
4. Current Address:
5. Contact Number:
6. Language Proficiency:

Language	Level of Proficiency (Speaking/reading/ writing)	Relevant Certification (if any)
English		
Spanish		
Mention others (if any)		

7. Academic Background:

S.No.	Institution name	Degree/Course	Year	Achievement (s)

8. Work Experience:

S.No.	Organization name	Duration	Position	Key Responsibilities/ Achievements

* Please include relevant experience (if any).

Place:

(Signature of the applicant)

Date: