



Consulate General of India

Ho Chi Minh City

Vacancy for a Chauffeur

Announcement Number: HCM/578/04/2021 dated 17.11.2021

The Consulate General of India in Ho Chi Minh City is seeking applications from qualified candidates for the position of Chauffeur for driving the diplomatic Car.

Duties and Responsibilities:

- Operate Consulate's vehicle to desired place as required by the Consulate.
- Perform minor preventive maintenance work;
- Other duties that may be assigned from time to time;

Working hours: Full Time 09:00 to 17:30 (with half hour lunch break), Monday to Friday. The Chauffeur may also be asked to work after office hours or on weekends, for which Over Time allowance will be paid.

Age: 25 - 35 years

Salary: Basic Pay Scale 600-18-870-26-1130-34-1470 (in USD) per month.

Benefits: In addition to salary, Social Security, Health Insurance and Unemployment Insurance shall be paid as per guidelines of Service Company to Foreign Mission.

Leave: Admissible annual leave and sick leave with pay.

Qualification Requirements: The applicants must possess the following essential qualifications:

1. **Work Experience:** Applicants should have experience of at least 3 years of driving skills.
2. **Language:** The applicant should be able to read and write in English and should have a good knowledge of spoken Vietnamese.
3. The applicant should possess a valid driving license and must have two doses of a COVID vaccine. He should be familiar with the areas of Ho Chi Minh city and other surrounding provinces.

Period of Employment: Upon successful completion of probation of three months, the Chauffeur shall be treated as full employee of the Consulate.

Submit Applications: Interested Candidates may email their Curriculum Vitae and Photograph on cg.hcm@mea.gov.in (with a carbon copy to hoc.hcm@mea.gov.in). Closing date to apply for this announcement is December 10, 2021. Suitable candidates will be informed by email to come for personality test.