

Consulate General of India

Ho Chi Minh City

Vacancy for recruitment of a Chauffeur

Announcement number: HCM/578/04/2021 dated 08.10.2022

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:

- Drive Consulate's vehicle as per the requirement of 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 (Monday to Friday) with half hour lunch break.

The Chauffeur may also be asked to work after office hours or on weekends, for which Over Time Allowance will be paid.

Age Criteria: Between 25-45 years

Salary: The Pay Scale of Chauffeur will be 600-18-870-26-1130-34-1470 (in USD) with starting salary of USD 600.00 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 an experience of atleast 3 years of driving.
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 taken two doses of COVID19 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 time employee of the Consulate.

Submit Applications: Interested Candidates may email their Curriculum Vitae and Photograph on cg.hcm@mea.gov.in (with copy to hoc.hcm@mea.gov.in). The last date to apply for this announcement / vacancy is **25 October 2022**. Suitable candidates will be informed by email to come for personality test.