



**Consulate General of India
Jaffna**

Advt. No. JAF/ADM/578/01/2024

The Consulate General of India, Jaffna is looking a suitable candidate for filling up one (1) vacancy for the post of "Chauffeur/Driver". Only Sri Lankan Nationals with minimum 'O' level qualification and having a valid heavy vehicle driving license with minimum 3 years of relevant work experience can apply. Details of the vacancy are available in the application form / Consulate's web site.

If interested, download the application form <https://www.cgijaffna.gov.in/announcement> and submit the completed form by Post or in person to Head of Chancery, Consulate General of India, at 14, Maruthady Lane, Nallur, Jaffna by 31st January, 2024.

Consulate General of India
Jaffna

The Consulate General of India, Jaffna invites applications for the recruitment to the Post of a Chauffeur.

Name of Post : Chauffeur

Number of Vacany : one (01)

Salary : Starting monthly salary of LKR 66,600/- excluding COLA

Nature of Job : Normal working hours will be from 0830 hrs to 1800 hrs. Working hours are subject to change from time to time. Saturday's/Sunday's will remain closed. One may be required to work beyond office hours or on holidays according to exigencies of work. Overtime allowance is admissible for extra working hours on weekday's/weekend. Chauffeur is responsible for keeping vehicle tidy and clean and depositing it, at the designated place for safe custody at the end of the day. One should have knowledge of basic mechanical details and regular inspection of vehicle health and need to inform the administration about it. Awareness of local routes, customs is mandatory.

Age Limit : 20-35 Years.

Work experience : Candidates should have valid driving license and relevant experience of at least 3 years.

Essential Education Qualification : 'O' Level and above, (one should good knowledge of English, Tamil, Sinhala and knowledge of Hindi is preferred.)

Desired Qualification : Preference will be given to candidates with experience of working in similar establishments.

How to apply : Application form is available on our website at

[https:// www.cgijaffna.gov.in/announcements/all](https://www.cgijaffna.gov.in/announcements/all) announcements in pdf format.

Interested Candidates are requested to download the application form, complete it, enclose the testimonials and superscribe the envelop "Recruitment to Chauffeur" and post it to this office by 31st January, 2024 at the following address:

The Vice Consul (Administration),
Consulate General of India, 14, Maruthady Lane, Nallur
Jaffna, Srilanka

Candidates can also drop the completed application form at the box kept for the purpose at the Consulate (address as above) during the working hours (09.00 AM to 05.30 PM).

Mode of Selection:

- A) All shortlisted eligible candidates on the basis of Practical Test (Driving and Mechanical skills) will be called for a Personal Interview on 7th February, 2024. Thereafter, shortlisted candidates need to submit a medical fitness certificate at own expenditure for which they will receive an email message.
- B) The Appointment offer will be issued on the basis of the Interview process followed by submission of medical certificate. The appointment letter will be issued thereafter subject to an undertaking that until verification of character and antecedents, candidature of the candidate is provisional and may be discontinued at any time if anything adverse comes to the notice of Consulate.

Important note:

The decision of the Recruitment Committee of the Consulate is final.

All communications with candidates will be made by e-mail mode only at the email address provided by the candidate at the time of filling up the application form. The Consulate accepts no responsibility for the non receipt of emails sent by the Consulate due to the negligence of the candidates. Candidates can also check their results from <https://www.cgijaffna.gov.in/announcements/all> announcements.



V. Ram Mahesh
Head of Chancery

Application Form

Advertisement No. JAF/ADM/578/01/2024

Position Applied for Chauffeur

Affix a recent
passport size
photograph here.

A). Personal Information

1. Name in full (in Block letters)
2. Father's/Spouse's Name
3. Permanent Address

4. Address for correspondence/ Mailing address:

5. Mobile no :
6. E-mail Address
7. (a) Date of Birth Date : Month: Year :
8. Sex :
9. NIC No. :
10. Nationality : Sri Lankan

B). Education and Qualifications in chronological order

(Please attach a self-certified photocopy of your school/university certificates)

Name of the Examination Passed	Year of Passing	Name of the School /College
O Level		
A- Level		
Graduation (If any)		
Post-Graduation (if any)		

C). Work Experience in chronological order, starting with the first job:
 (Please attach an experience certificate, if available)

Name & address of Employer	Period of service		Designation of post held	Description of Work
	From	To		

Declaration & Certificate

I hereby declare and certify that no criminal case is pending against me in any court or with any investigation agencies. I further declare that I have never been found guilty/convicted of any legal offense and/or crime by any court of law in the past.

I further declare that the information furnished here is true and correct to the best of my knowledge and belief. If any of the particulars furnished by me are found to be incorrect or suppressed, my candidature is liable to be rejected at any stage during or after selection process. Further, if it is found after my appointment that the particulars furnished by me are incorrect or suppressed, my services are liable to be terminated without any notice.

Place.....

Signature of Candidate.....

Date.....