

**EMBASSY OF INDIA
TEHRAN**

Job Vacancy Notice

VACANT POST & JOB REQUIREMENTS

Sl. No.	Description		Requirements/Specifications/Experience
1.	Name of Post	:	Clerk
2.	Number of Post(s)	:	One (1)
3.	Location of work	:	Embassy of India 08, Mohseniyan St. (Near Aram Dead End) Dolat Avenue, Tehran
4.	Nature of Job	:	Regular job with probation period of six months
5.	Educational qualification	:	University Degree
6.	Age criteria	:	Preferably from 25-40 years
7.	Nationality & Eligibility	:	The applicant should be an Iranian national or must have a valid long term work visa for Islamic Republic of Iran
8.	Desirable skills	:	<ul style="list-style-type: none">• Proficiency in English and Farsi, both, in writing and speaking• Good command of IT skills• Technical knowledge about utilities and facilities management• Good inter-personal and public relation skills
9.	Desirable work experience	:	Past experience of working with Foreign Missions, Government/Private Organizations is an added qualification
10.	Working Hours	:	Normal working hours from 0900 – 1730 hrs, lunch time break for half-an-hour. In the event of exigencies the employee may be required to work beyond office hours or on holidays and weekends
11.	Character & antecedents	:	A Police Clearance Certificate from the police department is required certifying that the candidate has a clean record and there is no legal/criminal records registered against him/her
12.	Physical and mental health	:	The selected candidate would be required to submit a Medical Fitness Certificate regarding his/her mental and physical health
13.	Salary	:	To be disclosed to the shortlisted candidates only
14.	Crucial dates	:	Date of publishing the vacancy – 28.08.2025 Last date of receipt of applications: 05.09.2025
15.	Address for sending application	:	Applications along with CV, contact details, recent photograph, and copy of passport/national ID/valid work permit should be sent to Embassy by email to hoc.tehran@mea.gov.in with subject "APPLICATION FOR CLERK". The email may be addressed to:

			Mr. Sanjeev Mandia Head of Chancery Embassy of India Tehran Email: hoc.tehran@mea.gov.in
16.	<p>Application submitted without required copies of National ID Card, work permit/employment visa and details of past experience/educational/work/professional qualifications will be summarily rejected. Applications found without any clarity due to insufficient data will also be NOT accepted. No communication in this regard will be entertained.</p> <p>Embassy of India has a zero-tolerance approach to conduct such as fraud, harassment, abuse of authority, misbehaviour and discrimination. All selected candidates will be expected to adhere to Embassy of India's standards of conduct and will undergo background verification. Misrepresentation of information provided during the recruitment process may lead to disqualification or termination of employment with immediate effect.</p>		
