

VACANCY ADVERTISEMENT

Vacancy for the post of Chauffeur at the Embassy of India, Riga

The Embassy of India, Riga invites applications from suitable candidates for the full-time permanent position of Chauffeur.

1. Job Description

- Driving Embassy vehicle during the weekdays and also during weekends on need basis.
- Flexible to function beyond regular duty hours
- Driving experience in Latvia is desirable along with good knowledge of local areas in and around Riga.
- Proper Maintenance and upkeep of Embassy Vehicle
- Assist with day-to-day errands

2. Candidate fulfilling the following requirements are welcome to apply

Education Qualification:

- Grade 12 pass or above
- Good working knowledge of Latvian and English

Language and other requirements

- Good working knowledge of Latvian and English
- The candidate should possess a valid driver's license and driving experience of at least 2 years in Latvia
- The selection will be done on the basis of personal interview and road skill test.
- Should be smartly dressed and be able to maintain cordial and friendly behaviour at all times

3. Monthly Salary and other benefits:

- **Monthly Salary – EURO 1363 plus Overtime Allowance (OTA)** depending on hours worked beyond office hours.
- Good annual increments
- The remuneration package will include 4 weeks annual paid leave plus Indian National Holidays

4. Local Work Permit and Residency Requirements:

- Candidates should be Latvian/EU citizens or have valid work permits and resident visa in case of non-EU citizen. The Embassy does not sponsor any Work Permit/Visa. Student Visa holders may not apply.

5. Method of submitting application:

- Documents: Cover Letter and Curriculum Vitae with Photo, with copies of Passport/ID Card in case of EU citizens and valid work permit and resident visa in case of non-EU citizens
- By E-mail or By Post
- Email: hoc.rig@mea.gov.in and admnr.riga@mea.gov.in
- Subject: **Application for the Post of Chauffeur**
- Postal Address: Head of Chancery, Embassy of India, Ganību Dambis 10A, Riga, Latvia, LV-1045