

**Embassy of India  
Ljubljana**

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**Vacancy for the local post of Chauffeur in the Embassy of India, Ljubljana**

Embassy of India, Ljubljana invites applications from suitable candidates for the full time position of **Chauffeur** from **16<sup>th</sup> April 2022**. The successful candidate will be appointed in the **Pay Scale of Euro 1085-33-1580-47-2050-62-2670**. In addition, the remuneration package will include mandatory Employer's Social Security Contribution.

**2. Candidates fulfilling the following requirements are welcome to apply:**

- Valid driving license (at least category B driving license)
- Minimum 5 years of working experience in a similar position/professional driving
- Certificate of past driving record issued by the Administrative unit in Slovenia
- Police Clearance Certificate
- Good knowledge of roads, localities, offices, roads rules of Slovenia in General and Ljubljana in particular.
- Excellent health condition (especially vision, hearing and mobility) with no vital medical ailments. A health certificate to be produced at the time of appointment.
- Minimum Secondary School or equivalent vocational training.
- Fluency in English and Slovenian language both in speaking, reading and writing to some extent)
- Ability to establish effective interpersonal relationship within a team and with colleagues and supervisors. Intercultural competence.

**3. Job Description:** Successful candidate is expected to perform other assigned tasks in addition to driving office vehicle.

4. **How to apply:** Interested candidates, who are eligible to work in Slovenia, may apply by **04 April 2022** at e-mail **adm.ljubljana@mea.gov.in** or send their application to the following postal address:

**Embassy of India  
Zelezna Cesta 16  
Ljubljana 1000**

Candidates applying for the post, are requested to mention "**Application for the post of Chauffeur in Embassy of India, Ljubljana**" in the subject of e-mail/top of the envelope.

Candidates are expected to send their application (enclosed proforma) in **English** along with their CV stating their interest and suitability.

5. **Selection Procedure:**

Candidates shortlisted will be contacted for further assessment, including a personal interview. In addition, tests may be conducted to assist the selection board in assessing the applicant's qualifications, skills and language ability. Reference verification shall be conducted as a part of the hiring process.

6. **Conditions of Employment (MUST BE MET):**

The appointment of the successful candidate will be subject to a reliability check obtained by the Management. To conduct the reliability check, the candidate will have to submit the following documents on being selected by the Mission:

- Police clearance certificate
- Identity card
- Professional and Educational Certificates and mark sheets (i.e., academic transcripts)
- No objection certificate from the current employer, if any

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**RAJ KUMAR**  
First Secretary/HOC  
Embassy of India  
Ljubljana (Slovenia)

