

11.09.2024

**Embassy of India
Ljubljana

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** on immediate basis. The successful candidate will be appointed in the **Pay Scale of Euro 1085-33-1580-47-2050-62-2670**. Cost of Living Allowance (COLA) @ 18.47% of the gross basic pay will be paid additionally. 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. Application criteria:

(i) **Nationality:** Slovene nationals, third country nationals with valid resident permits provided by the Government of Slovenia, NRI in Slovenia with valid Resident Permits.

(ii) Interested candidates, eligible to work in Slovenia, may apply by 02 **October 2024** at e-mail inf.ljubljana@mea.gov.in or send their application by post to the following postal address:

Ms. Uma Dhyani
Second Secretary (Head of Chancery)
Embassy of India
Zelezna Cesta 16
Ljubljana 1000

“Application for the post of Chauffeur in Embassy of India, Ljubljana” may be mentioned as subject of e-mail/ on the top of the envelope.

(iii) Candidates are advised to send their application in **English** along with their CV stating their interest and suitability. Applications submitted in Slovene only will not be accepted. A letter of no objection certificate from the current employer will be desired from the interested candidates, already employed and looking for an opportunity to work in the Embassy.

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



Uma Dhyani
Second Secretary (HOC)
Embassy of India
Zelezna Cesta 16
1000 Ljubljana

Application Form for Applying for the Post of Chauffeur

1. Name:
2. E-mail:
3. Phone Number:
4. Address:
5. Education Background:
6. Language and Level of Proficiency:
English-
Siyani-
Any other-
7. Work Experience (Employer, position held and no. of years):
8. Category of Driving License Possessed:
9. Copy of Driving License Attached (a) Yes (b) No
10. Certificate of Post Driving Record Issued by Administrative Unit (enclosed) (a) Yes (b) No
11. Copy of Police Clearance Certificate (enclosed) (a) Yes (b) No
12. Staff:
13. Hobby and Interest:

Signature
Name
Date