



Royal Thai Embassy

56-N, Nyaya Marg, Chanakyapuri
New Delhi-110021.

Tel. +91 11 2419-7200 Fax. +91 11 2419-7199

JOB VACANCY-Official Driver

Starting Salary: 14,560 Rupees with some additional benefits

(Start from December 2023)

Main responsibilities

- To drive for the Officials and other members of staff as well as guests of the Royal Thai Embassy
- To deliver and collect documents and mail to/from Government offices, Embassies, and other business organizations;
- To collect and send off diplomatic pouch as assigned;
- To maintain the Embassy's vehicles in good condition;
- To coordinate and schedule an appointment for technical inspection / regular service / repair of vehicles at approved automotive service center within the informed deadline;
- To keep track of service record of the Embassy's vehicles.

Other possible assignments

- To assist with the Embassy's special events, for examples, venue arrangement for National Day and other Embassy Events;
- To perform any other tasks as may be assigned;

Qualifications

- Secondary school or Graduate;
- In possession of a valid commercial license to drive in India;
- Working experience as a driver;
- Good knowledge of locality, streets, direction and important places in Delhi and NCR;
- Good command of written and spoken English & Hindi language;
- General knowledge in vehicle maintenance;
- Presentable personality with polite, energetic, enthusiastic, and service-minded attitude;

Interested applicants are invited to send an application along with the following documents:

- A curriculum vitae (CV) or a resumé;
- A recent passport-sized photo
- A copy of an education certificate;
- A copy of a Commercial license;
- PCC (Police Clearance Certificate)
- A copy of an Aadhar card and residence proof;
- A letter of reference;

The deadline for submission of the application and documents is 30 November 2023. Shortlisted candidates will be contacted for an interview during the month of December 2023.

Contact:

Royal Thai Embassy, 56N, Nyaya Marg, Chanakyapuri, New Delhi-110021

E-mail: protocol.del@mfa.go.th

(Please indicate “Job Vacancy Application Post of Driver” in the subject of the e-mail)
