

EMBASSY OF INDIA
TBILISI
VACANCY ANNOUNCEMENT

Applications are invited from suitable candidates for the post of Receptionist on permanent basis in the Embassys of India, Tbilisi. Terms & Conditions for recruitment of the following posts are as follows:

S. No.	Name of the post	Number of Vacancy	Maximum age as on 31.07.2026	Monthly salary in USD
1.	Receptionist	01	35 Years	1170

2. The required qualifications, duties and responsibilities will be as follows:

S. No.	Posts	Qualification/Requirement	Duties/Responsibilities
1.	Receptionist	Bachelor's degree or higher level of education. Excellent written and oral communication skills in Georgian and English. Excellent computer skills and good knowledge of office programs (Word, Excel, Outlook, PowerPoint).	Office clerical desk work, including attending emails, responding, preparing letters, receiving and distributing information from internal and external sources via telephone, email and/or in person. Periodically combining receptionist duties. Communication with representatives of Georgian government institutions, the Diplomatic corps and other relevant organizations. Assisting in organizing Embassy events. Attending public service, including processing applications for Consular, Passport and Visa services.

3. The candidate must be a Georgian citizen or has local work permit (in case of foreigner), in compliance with local rules and regulations to work in a foreign Diplomatic Mission. The Embassy does not sponsor any Work Permit/Visa.

4. The candidate should be in good mental and physical health. At the time of offer of appointment, candidates need to submit a medical fitness certificate.

5. The candidate should send the applications in prescribed format (attached in the link) completed in all respect along with all supporting documents like proof of age, educational qualification, experience to Head of Chancery, Embassy of India, 03, Irakli Gamkrelidze St, Tbilisi 0178. **The last date to receive applications is 12.08.2026** either by post or by email to admin.tbilisi@mea.gov.in. The envelope should be superscribed "Application for the post of Receptionist" and the subject of email should be "Application for the post of Receptionist".

6. Applications received after due date or which is not in the prescribed format (attached in the link) or without requisite documents will not be considered. After scrutiny of the application forms, date for interview/written test will be communicated to the applicants by e-mail and or phone.

7. Normal working hours of the Embassy is 0900 hrs to 1730 hrs (lunch 1300 hrs to 1330 hrs) from Monday to Friday. In exigencies, the employee may be required to work beyond normal office hours and/or on holidays. No overtime allowance will be remunerated for work beyond office hours.

8. The successful candidates should not have any criminal cases against them. The appointment will be subject to security clearance from the local authorities.

9. No telephone inquiry will be entertained. Queries can only be made by email to admin.tbilisi@mea.gov.in.

EMBASSY OF INDIA**TBILISI****APPLICATION FORM**

Post applied for: Receptionist

1.	Name			Paste your passport size photograph here
2.	Father's Name			
3.	Mother's Name			
4.	Date of Birth			
5.	Passport/FRC/NRC No.			
6.	Nationality			
7.	Religion			
8.	Marital status			
9.	Permanent Address			
10.	Residential Address			
11.	Mobile/Phone No.			
12.	Email			
13.	Educational qualification			
i.	Grade/Course	Year	Subjects	
ii.	High School			
iii.	Bachelor's Degree			
iv.	Masters Degree			
14.	Any other qualification (s)			
i.	Grade/Course	Year	Subjects	
ii.				
iii.				
15.	Computer literacy			
i.	Course	Year	Subjects	
ii.				
iii.				
16.	Work Experience			
i.	Name of the post	Period	Nature of work/responsibilities	
ii.				
iii.				
iv.				

17.	Language literacy (please write YES or NO as applicable)			
i.	Name of the language	Read	Write	Speak
ii.				
iii.				
iv.				
18.	Is there any criminal case pending against you?			
19.	Any other information			

I declare that the above information provided by me is true to the best of my knowledge. I understand that, if any wrong information is provided by me, and is detected in future, my candidature/job (if selected) is liable to be canceled.

(Signature of the applicant)

Date:

Place:

(Please attach all relevant documents along with this form)

