

**EMBASSY OF INDIA**  
**TBILISI**  
**VACANCY ANNOUNCEMENT**

Applications are invited from suitable candidates for the post of Messenger on a permanent basis in the Embassy of India, Tbilisi. Terms & Conditions for recruitment of the Messenger post are as follows:

<b>S. No.</b>	<b>Name of the post</b>	<b>Number of Vacancy</b>	<b>Maximum age as on 30.04.2026</b>	<b>Monthly salary in USD</b>
1.	Messenger	01	30 Years	842

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

<b>S. No.</b>	<b>Posts</b>	<b>Qualification/Requirement</b>	<b>Duties/Responsibilities</b>
1.	Messenger (Multi tasking/Handyman )	<ul style="list-style-type: none"><li>• Candidate must have passed 10<sup>th</sup> /high school examination with some basic knowledge of computer. Knowledge of English and Georgian (written and spoken) is essential.</li></ul>	<ul style="list-style-type: none"><li>• Multitasking helper in official work, including delivery of files/letter/documents within and outside Embassy.</li><li>• Basic knowledge of handyman jobs.</li><li>• Carries out local procurement.</li><li>• Preparing refreshments for guests, setting up meeting rooms etc.</li><li>• Assistance in the maintenance of the Embassy's property.</li><li>• Performs various office, administrative and practical tasks as identified or requested.</li><li>• Conducts other tasks as required and any other works as assigned by the Embassy from time to time.</li></ul>

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 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 Street, Tbilisi 0178. **The last date to receive applications is 23.04.2026** either by post or by email to [admin.tbilisi@mea.gov.in](mailto:admin.tbilisi@mea.gov.in). The postal envelope should be superscribed "Application for the post of Messenger" and the subject of email should be "Application for the post of Messenger".
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. Overtime allowance will not be remunerated.
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 enquiry will be entertained. Queries can only be made by email to [admin.tbilisi@mea.gov.in](mailto:admin.tbilisi@mea.gov.in).

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

Post applied for : Messenger

1.	Name			
2.	Father's Name			Paste your passport size photograph here
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			
14.	Grade/Course	Year	Subjects	
15.	High School			
16.	Bachelor's Degree			
17.	Masters Degree			
18.	Any other qualification (s)			
19.	Grade/Course	Year	Subjects	
20.				
21.				
22.	Computer literacy			
23.	Course	Year	Subjects	
24.				
25.				
26.	Work Experience			
27.	Name of the post	Period	Nature of work/responsibilities	
28.				
29.				
30.				

31.	Language literacy (please write YES or NO as applicable)			
32.	Name of the language	Read	Write	Speak
33.				
34.				
35.				
36.	Is there any criminal case pending against you?			
37.	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 cancelled.

(Signature of the applicant)

Date: .....

Place: .....

*(Please attach all relevant documents along with this form)*