

Embassy of India
Vilnius

Vacancy for the post of Chauffeur at the Embassy of India, Vilnius

The Embassy of India, Vilnius invites applications from suitable candidates for the full-time permanent position of Chauffeur.

1. Job Description

- Driving Embassy vehicle during the weekdays and also during weekends on need basis.
- Flexible to function beyond regular duty hours
- Driving experience in Lithuania is desirable along with good knowledge of local areas in and around Vilnius.
- Proper Maintenance and upkeep of Embassy Vehicle
- Assist with day-to-day errands

2. Candidate fulfilling the following requirements are welcome to apply:

- Grade 12 pass or above.
- **Good working knowledge of Lithuanian and English.**
- The candidate should possess a valid driver's license and driving experience of at least 4 years in Lithuania.
- The selection will be done on the basis of personal interview and road skill test.
- Should be smartly dressed and be able to maintain cordial and friendly behaviour at all times.

3. Monthly Salary and other benefits:

- **Monthly Salary – EURO 1800** (before SODRA & Income TAX).
- Annual increments.

4. Local Work Permit and Residency Requirements:

- Candidates should be Lithuanian/EU citizens or have valid work permits and resident visa in case of non-EU citizen.

5. Method of submitting application:

- Documents: Cover Letter and Curriculum Vitae with Photo, with copies of Passport/ID Card in case of EU citizens and valid work permit and resident visa in case of non-EU citizens
- By E-mail or By Post
- Email: hoc.vilnius@mea.gov.in & admn.vilnius@mea.gov.in
- Subject: **Application for the Post of Chauffeur**
- Postal Address: Head of Chancery, Embassy of India, Vilnius, Gedimino pr. 12 (4th and 5th floor) -01102 , Vilnius, Lithuania.

6. Deadline for submission: 20 November 2025

*Only shortlisted candidates will be contacted for an interview and driving assessment.