**Embassy of India, Moscow**

**Job Vacancy Notice**

**NAME OF ASSIGNMENT & JOB REQUIREMENTS**

(Application to be submitted in the prescribed format)

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Description** | **Requirements/Specifications/Experience** |
| 1 | Name & No. of posts to be filled |  **Translator-cum-clerk, 01 Post** |
| 2 | Location of work | In general, on routine day to day basis, he/she has to report to Embassy (located in 03 buildings on Vorontsovo Polye Street, Moscow) and would require to work there. He/she may be required to work in other Embassy buildings. |
| 3 | Nature of job | He/She would be performing written/oral translation works as per requirement on day to day basis and drafting/maintaining incoming/outgoing office correspondences, other general office works as per need in Embassy of India, Moscow. He/She may have to travel to local government offices or airport etc, to assist officers and incoming official delegations. He/She may also be required to travel officially outside Moscow as per requirement of the Embassy. |
| 4 | Duration of contract | The initial probation period would be for 06 months; which could be extended depending upon the performance assessment by the Embassy of India, Moscow. Once probation period is completed successfully, ‘Contract’ would be extended as per agreed terms. |
| 5 | Educational qualification | Graduate/Bachelor Degree from Universities/Institutes recognized by the Russian Government. Preference would be given to Graduates in Economic, Commerce, MBA or relevant fields Institutes approved/recognized by the Russian Government. |
| 6 | Desirable qualification | The candidates should posses good Russian and English language communication skills with verifiable ability to translate documents from Russian into English and vice-versa. Good computer skills is a basic requirement. |
| 7 | Area of work experience required | Market research, reporting, liaison with Government agencies, facilitation of networking with business companies, think tanks etc. Translation of official documents, facilitation of official meetings of Embassy officers, facilitation of incoming and outgoing delegations of E&C Wing and Embassy delegations & events within Russia. Facilitating all official activities of E&C Wing.**05 years of work experience in relevant fields such as international organizations/Embassies/Media houses as well as handling events and liaising with Government agencies, is preferable.** |
| 8 | Language Proficiency | Good reading, writing and speaking and interpretation skills in English and Russian Language. |
| 9 | Age | Preferably 25 - 35 years. |
| 10 | Nationality & Eligibility | Only Russian Nationals or persons having long term employment visa/ work permit for Russia can apply. |
| 11 | Character & antecedents | Candidate should have clean personal behavioral records and if selected, Police Clearance Certificate with NO cases/records of violating local laws till the date of joining the Embassy of India, Moscow to be submitted. |
| 12 | Physical and Mental health | The candidate should be in good mental and physical health. The selected candidate would be required to submit a medical fitness certificate. |
| 13 | Working hours | The working hours in general are from 0900 hrs – 1730 hrs on week days with lunch time break for half-an hour. Sometimes, in exigencies, the candidate may be required to work beyond office hours/odd hours or on weekends/holidays, depending upon official requirements. |
| 14 | Salary | Salary will be fixed at **USD 1700.00 + 30% COLA per month** in the pay scale of 1700-51-2465-74-3205-96-4165. Annual increment may be granted subject to satisfactory service during the preceding period of 12 months. Besides, this monthly pay, NO other allowance, such as Compensatory Allowance, Dearness Allowance, House Rent Allowance or rent free accommodation in lieu, Conveyance Allowance etc are admissible. |
| 15 | Crucial Dates | Date of publishing the vacancy notice: 31.07.2025**Last date of receipt of applications: 10.08.2025****Tentative Date of Exam/Interview: 13.08.2025 (1000 AM onward)****Venue: Embassy of India, Moscow****6-8, Vorontsovo Polye Street****Moscow (Russia)-105064****Candidates are advised to visit the Embassy Website from time to time for updates:**[**https://indianembassy-moscow.gov.in/vacancies-at-the-embassy.php**](https://indianembassy-moscow.gov.in/vacancies-at-the-embassy.php)After receipt of applications, the Embassy will examine the applications and shortlist the suitable candidates for written exam and interview. **Only shortlisted candidates will receive email/phone call for appearing in the written exam and interview scheduled to be held tentatively on 13.08.2025.** |
| 16 | Address for sending/submitting application | Letter containing the duly filled in application along with enclosures is to be sent by post to the following address. The envelop containing the application is to be superscribed as “**Application for the post of Translator-cum-clerk in the Embassy of India, Moscow**”. Applicants can also submit their application **by hand** at the reception of the Embassy of India, Moscow.**Head of Chancery****Embassy of India, Moscow****6-8, Vorontsovo Polye Street****Moscow (Russia)-105064****Duly filled in application form with enclosures & CV (in English) can also be sent by email (scanned copy in PDF format) at the following address:****com4.moscow@mea.gov.in** |
| 17 | Application for the above post, filled in **English**, neatly typed, has to be submitted complying fully to the prescribed format along with copies of Passport, long term work permit/long term employment visa, necessary educational qualification & professional experience as per filled details. **Application submitted without required copies of documents such as Passport, work permit/ employment visa, experience/educational/work/professional qualification etc. will be summarily rejected.**Applications found without any clarity due to insufficient data will also be NOT accepted. Decision of Embassy of India, Moscow on recruitment related matters would be final and no correspondence would be entertained in this regard. |

\*\*\*\*\*