

Embassy of India, Moscow

Job Vacancy Notice

(Application to be submitted in the prescribed format)

S. No.	Description	Requirements/Specifications/Experience
1	Name of the assignment & No. of posts to be filled	: Dvornik, 01 Post.
2	Location of work	: In general on routine day to day basis candidate has to report to Embassy (located in 03 buildings on Vorontsovo Polye Street, Moscow) and would require to work there. He may be require to work in other Embassy buildings on requirement basis.
3	Nature of job	: 1. Gardening Work 2. Snow removal during winters 3. Clean Embassy premises 4. Removal of waste and garbage from Embassy premises. 5. Any other related work assigned by Embassy
4	Duration & Terms of contract / Appointment	: 1. Initially, will be on probation for a period of three months & may be extendable further based on performance and code of conduct. During probation period, the services will be liable for termination at any time without notice from either side. No additional payment except the normal pay for the period of work till termination of service is payable. 2. One month notice period or payment of one month's pay thereof for termination of employment, for both sides shall be applicable. 3. The Embassy of India would in no way be responsible for any medical expenditure whatsoever may incur during the period of service with the Mission. 4. Employment is governed by the rules and regulations as prescribed by the Competent Authority of Government of India from time to time. 5. Grievances, if any will be settled according to the Government of India's rules & regulations and not according to the Local Laws of the country concerned where the Mission is located.
5	Educational qualification	: Candidate should have completed the Secondary Professional Qualification.
6	Area of work experience required	: Candidate shall have good inter-personal communication skills, adapt to improvements in work environment. Experience as a cleaner. Ability to clean the office quickly and efficiently Responsibility, goodwill and discipline.
7	Language Proficiency	: Applicants with English language skills will be given preference.
8	Age	: Preferably 25 - 40 years.
9	Nationality & Eligibility	: Russian Nationals or persons having long term employment visa /

		work permit for Russia can apply.
10	Character & antecedents	: Candidate should have clean personal behavioral records and if selected, Police Clearance Certificate with NO cases of local law violating records till the date of joining of Embassy of India, Moscow to be submitted.
11	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.
12	Working hours	: As per applicable Embassy of India, Moscow working hours. In general, 0900 – 1730 hrs on week days; Lunch time break for half-an hour; OFF duty only on Saturdays, Sundays and as per Embassy of India declared Holidays. Sometimes, in exigencies, the candidate may be required to work beyond office hours or on holidays including weekends.
13	Salary	: Salary will be fixed at USD 1185.00 + 30% COLA per month in the pay scale of 1185-36-1725-52-2245-67-2915. 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.
14	Crucial Dates	: Date of publishing the vacancy: 23.02.2024 Last date of receipt of applications: 15.03.2024
15	Address for sending application	: (superscribed as <u>Application for the post of Local Dvornik in the Embassy of India, Moscow</u>) Embassy of India, Moscow 6-8 Vorontsovo Polye Moscow (Russia)-105064 E-mail: hoc.moscow@mea.gov.in
16	<p>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.</p> <p>Application submitted without required copies of Passport, work permit/ employment visa, experience/educational/work/professional qualification will be summarily rejected.</p> <p>Applications found without any clarity due to insufficient data will also be NOT accepted. No communication in this regard will be entertained.</p>	

Application for the post of **Dvornik**
in the Embassy of India, Moscow

FORMAT FOR SUBMISSION OF APPLICATION (to be filled in English)

1	Post Applied for	:	Dvornik at Embassy of India, Moscow	Affix a recent colour passport size (3 x 4) photo
2	Full Name of the Candidate	:	Indicate Full Name including Family/Surname/Father's name	
3	Date of Birth	:	Write all applicable details (copy of the passport and employment visa/ work permit to be attached)	
	Gender			
	Nationality			
	Previous Nationality, if any			
	Passport details			
	Marital status			
	Spouse/Family details			
4	Permanent address of Residence and contact details	:		
5	Present address of communication and contact details.	:		
	Mobile No.			
	E-mail address			
6	Educational qualification	:	(prescribe in detail all the years of study indicating the place, university/institute name, marks/grade secured, without excluding any information, till date and enclose ALL RELEVANT copies of marks, graduation certificate(s) or competency certificate(s) as applicable for each details mentioned; add additional rows and columns as may be required)	
	School	:		
	Higher Education/Diploma, Graduation, Post-Graduation	:		
7	Additional qualification details, if any	:		
8	Work experience	:	(prescribe in detail all the years of work experience indicating Name of the Organization employed, period of employment, reasons for leaving the organization, nature of work and highlight main projects of works directly involved/handled including specific achievements, if any; work experience certificates issued	

		by previous employers shall be attached, wherever applicable; add additional rows and columns as may be required); Indicate from present employment till first employment without excluding any year(s) of working till date. Translation/Interpretation skills related experience to be highlighted.
	Previous employment detail 1 :	
	Previous employment detail 2 :	
	Previous employment detail 3 :	
9	Write about self in concise paragraph, not exceeding 300 words, indicating the reasons for suitability of considering yourself for the applied post.	
10	If selected mention the minimum time required for joining the job.	
11	Self Declaration: - I hereby affirm that all the above information submitted by me in this application is true and confirm to the actual condition of my present and past records. - I hereby declare that I have submitted all the details without withholding any information. If any of the information provided by me found to be false or withheld without disclosing the actual status, I agree to be subjected for disciplinary proceedings as considered necessary by Embassy of India, Moscow leading to termination from my job and suitable legal action, if any. - I hereby agree that mere submission of my application to Embassy of India, Moscow for the post does not give me any right for seeking the job and the evaluation of my application for competency of the applied job is solely under the discretion of Embassy of India, on which I shall have no right to contest. - I hereby agree that Embassy of India reserves the right to appoint the suitable selected candidate at its time of choice or cancel the process of evaluation of candidates for the applied post, without assigning any reasons thereof. Date: Place:	(Signature of the candidate)
