

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/Marketing Assistant 02 Posts.
2	Location of work	In general, on routine day to day basis, he/she has to report to Embassy (located in 03 buildings on Vorontsovopolye Street, Moscow) and would require to work there. He/she may be require to work in other Embassy buildings on requirement basis.
3	Nature of job	Translator-cum-clerk/Marketing Assistant.
4	Duration of contract	The initial probation period would be for 06 month; 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 Institute 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 <i>vice-versa</i> . Good computer skill is basic requirement
7	Area of work experience required	Market Research, Reporting, liaison with Government agencies, facilitation of networking with business companies, thinktanks etc. Translation of official documents, facilitation of meetings of Embassy officers, facilitation of incoming and outgoing delegation of E&C Wing and Embassy delegations within Russia, facilitating all official activities of E&C Wing. 05 years work experience in relevant fields 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 of violating local laws records till the date of joining of 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	As per applicable in Embassy of India, Moscow working hours. In general, 0900 hrs – 1730 hrs on week days; Lunch time break for half-an hour. Sometimes, in exigencies, the candidate may be required to work beyond office hours, odd hours or on holidays, depending upon official requirements.
14	Salary	Salary will be fixed at US Dollar 2210/- 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 of it, Conveyance Allowance etc are NOT admissible.
15	Crucial Dates	<p>Date of publishing the vacancy notice: 26.05.2023 Last date of receipt of applications: 16.06.2023 Date of Exam/Interview: 21.06.2023 (1030 AM onward) Venue: D. P. Dhar Hall Embassy of India, Moscow 6-8, Vorontsovo Polye Street Moscow (Russia)-105064</p> <p>After 16th June, 2023, 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 on 21.06.2023.</p>
16	Address for sending/submitting application.	<p>Letter containing the duly filled in application along with enclosure is to be sent by post to the following address. The envelop containing the application is to be superscribed as “<u>Application for the post of Interpreter/Marketing Assistant in the Embassy of India, Moscow</u>”.</p> <p><u>Applicants can also submit their application by hand at the reception of the Embassy of India, Moscow.</u></p> <p>First Secretary (E&C) Embassy of India, Moscow 6-8, Vorontsovo Polye Street Moscow (Russia)-105064</p> <p>Duly filled in application form/CV (in English) can also be sent by email (scanned copy in PDF format) at the following address: eco2.moscow@mea.gov.in mexec.trade1@gmail.com</p>
17		<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. 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. Decision of Embassy of India, Moscow on recruitment related matters would be final and no correspondence would be entertained in this regard.</p>
