

**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	Assistant Clerk, Contingency Basis, 01 Post.
2	Location of work	In general on routine day to day basis will be located at an identified Division of Embassy of India (EOI), Moscow. However, as per requirement, the candidate may have to travel to attend specified duties within Moscow city or nearby regions. Also, if directed, the candidate shall also to work for similar work within other divisions of EOI.
3	Nature of job	<ol style="list-style-type: none"> 1. Functioning of consular service counters and visa counters, replying to various queries from applicants at the counters and many other related official work also necessitates presence of contingency staff other activities related to clerk job. 2. Performing Written/Oral Translation works as per requirement on day to day basis, airport/protocol duties and other miscellaneous work as per need from time to time.
4	Duration & Terms of contract / Appointment	<ol style="list-style-type: none"> 1. Temporary post on contingency basis. 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. 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. 3. Employment is governed by the rules and regulations as prescribed by the Competent Authority of Government of India from time to time. 4. 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 Bachelor's degree from a reputed Russian University / Institute with consistent good grade/marks.
6	Area of work experience required	Should have geographical knowledge of Moscow City/Region, prior experience in working with reputed organization or Similar line of job.

		Candidate shall have good inter-personal communication skills, adapt to improvements in work environment.
7	Language Proficiency	: Good Reading, Writing and Speaking skills in English and Russian Language.
8	Age	: Preferably 21 - 35 years.
9	Nationality & Eligibility	: Only Russian Nationals or India nationals 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 @ USD 1420.00 P.M
14	Crucial Dates	: Date of publishing the vacancy: 01.08.2024 Last date of receipt of applications: 21.08.2024
15	Address for sending application	: (superscribed as <u>Application for the post of Local Assistant Clerk on contingency basis in the Embassy of India, Moscow</u>) Embassy of India, Moscow 04 Vorontsovo Polye Moscow (Russia)-105064 E-mail: cons.moscow@mea.gov.in
16	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. Applications found without any clarity due to insufficient data will also be NOT accepted. No communication in this regard will be entertained.	
