

**Consulate General of India  
Kazan**

\*\*\*

**Job Vacancy Notice**

<b>S. No.</b>	<b>Description</b>	<b>Requirements/Specifications/Experience</b>
1	Name & No. of posts to be filled	<b>Marketing Assistant (MA) &amp; 01 Post.</b>
2	Location of work	In general, on routine day to day basis, has to report to the Consulate and would require to work in Kazan
3	Nature of job	<p>Marketing Assistant role would be involving market research, organizing business/cultural events, managing digital presence, handling inquiries, coordinating delegations, <b>requiring fluent communication skill in English &amp; Russian language</b></p> <p>MA will be expected to render all kinds of assistance in the smooth functioning of the Consulate including liaison with various offices/organizations, coordinating with various branches of local public offices.</p> <p>MA would be performing written/oral translation works as per requirement on day-to-day basis and drafting/maintaining incoming/outgoing office correspondences.</p> <p>MA have to travel to local government offices or airport; police station etc. to assist Indian nationals and/or delegations. He/She may also require to travel outside Kazan as per requirement of the Consulate.</p>
4	Duration & Terms of contract / Appointment	<p>The initial probation period would be for 03 months; which could be extended depending upon the performance assessment by the Consulate General of India, Kazan. Once probation period is completed successfully, 'Contract' would be extended as per agreed terms.</p> <p>Employment is governed by the rules and regulations as prescribed by the Competent Authority of Government of India from time to time.</p> <p>Grievances, if any will be settled according to the Government of India's rules &amp; regulations and not according to the Local Laws of the country concerned where the Mission is located.</p>
5	Educational qualification	Candidate should have completed the bachelor's degree or specialist degree from the Institute approved/recognized by the Russian Government. Proficiency in Computer Operation - including Microsoft Word, Excel, Power Point, etc. is also required.
6	Desirable qualification	A University Degree or equivalent qualification preferably in Business & Marketing is desirable.
7	Area of work experience required	Work experience in international organizations/ Embassies/ Consulates/ media houses, handling business and cultural events, liaison with Government agencies, translation of official documents, facilitation of meetings of the Consulate officers, facilitation of incoming and outgoing delegations within Russia, facilitating all official activities of the Consulate General of India is desirable. Candidate should

		also posses knowledge of Russian Government functioning, rules & regulations, and Policies.
8	Language Proficiency	The candidates should possess good Russian and English language communication skills with verifiable ability to translate documents from Russian into English and vice-versa.
9	Age	Preferably 21-40 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 local law violating records till the date of joining of Consulate General of India, Kazan 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 working hours in the Consulate General of India, Kazan in general is, 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 USD 1700. 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: 03 June 2026 Last date of receipt of applications: 24 June 2026
16	Address for sending application	Send your complete resume/C.V. to admin.kazan@mea.gov.in by 24 June 2026. Subject of the email should be “NAME OF APPLICANT (Marketing Assistant)”
17		<p>Application for the above post, must be filled in <b>English</b>, 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 &amp; professional experience as per filled details.</p> <p><b>Application submitted without required copies of passport, work permit/employment visa, experience/educational/work/professional qualification will be summarily rejected.</b> Applications found without any clarity due to insufficient data will also be NOT accepted. Decision of the Consulate General of India, Kazan on recruitment related matters would be final and no correspondence would be entertained in this regard.</p> <p><b>Please note:</b> Only those selected will be contacted by the Consulate. Please DO NOT make inquiries to the Consulate on the phone. All communications must be done to through email.</p>

\*\*\*\*\*

**Consulate General of India  
Kazan**

\*\*\*

**Application for the post of Marketing Assistant**

**Format for Submission of Application** (to be filled in English)

1	Post Applied for	<b>Marketing Assistant in Consulate General of India, Kazan</b>	Affix a recent colour passport size (3 x 4) photo
2	Full Name of the Candidate		
3	Date of Birth, Gender, Nationality, Passport details Marital status, Spouse/Family details	Write all applicable details  (copy of the passport and employment visa / work permit to be attached)	
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)	
7	School		
8	Higher Education/Diploma, Graduation, Post- Graduation		
9	Additional qualification details, if any	Add IELTS, TOEFL or Translation proficiency skill certificate details along with applicable copies to be attached.	
10	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. Courier / Translation / Interpretation skills related experience to be highlighted.	
11	Previous employment detail 1		
12	Previous employment		

	detail 2	
13	Previous employment detail 3	
14	Write about self in concise para, not exceeding 300 words, indicating the reasons for suitability of considering yourself for the applied post.	
15	If selected mention the minimum time required for joining the job.	
16	<p>Self-Declaration:</p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- 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 Consulate General of India, Kazan leading to termination from my job and suitable legal action, if any.</li> <li>- I hereby agree that mere submission of my application to Consulate General of India, Kazan 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 Consulate of India, on which I shall have no right to contest.</li> <li>- I hereby agree that Consulate General 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.</li> </ul> <p>Date: Place:</p>	(Signature of the candidate)

\*\*\*\*\*