

**Embassy of India
Moscow
JNCC**

Job Vacancy Notice

NAME OF ASSIGNMENT & JOB REQUIREMENTS
(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	Interpreter-cum-Clerk and 01 post to filled
2	Location of work :	Embassy of India (JNCC), Moscow.
3	Nature of job :	Related to all kinds of Interpretations/Translations, Russian to English and vice versa, skill of communication to fix the meetings and clerical knowledge.
4	Duration of contract :	The initial probation period would be for 03 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 :	Bachelor's degree from a reputed Russian University / Institute with consistent good grade/marks or Degree in Linguistics/Interpretation
6	Area of work experience required	<p>Candidate should possess good knowledge of secretarial office management/computer operation & good working exposure in documentation with knowledge of latest version MS-Office application like MS-WORD/EXCEL/POWERPOINT.</p> <p>Should have minimum three years experience in working with reputed MNC or Similar line of job and also should familiar with social media and usually of all media platform</p> <p>Candidate shall have good inter-personal communication skills, adapt to improvements in work environment and possess good interest in constantly updating new areas of knowledge.</p>
7	Language Proficiency :	Good Reading, Writing and speaking skills in English and Russian Language.
8	Age :	Preferably 20 - 35 years.
9	Nationality & Eligibility :	Only 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 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 and weekends also.
13	Salary	:	To be disclosed to the shortlisted applicants
14	Crucial Dates	:	Date of publishing the vacancy: 09.06.2026 Last date of receipt of applications: 22.06.2026
15	Address for sending application	:	(superscribed as <u>Application for the post of Interpreter-cum-Clerk in the Embassy of India, Moscow, JNCC</u>) Ms. Madhur Kankana Roy Director JNCC, Embassy of India, Moscow 9 Vorontsovo Polye Moscow (Russia)-105064 E-mail: dirjncc.moscow@mea.com/ddjncc.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. Applications found without any clarity due to insufficient data will NOT be accepted. No communication in this regard will be entertained.</p>		

Application for the post of Interpreter-cum-Clerk

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

1	Post Applied for	:	Interpreter-cum-Clerk at Embassy of India, Moscow (JNCC)	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, 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	:	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 Interpretation/Translation 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. others 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"> - 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. <p>Date: Place: _____ (Signature of the candidate)</p>		
