

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 25 - 40 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 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: 02.11.2022 Last date of receipt of applications: 08.11.2022
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 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. 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 local Assistant Clerk on contingency basis in the Embassy of India,
Moscow**

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

1	Post Applied for :	Local Assistant Clerk on contingency basis in Embassy of India, Moscow	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 Organisation employed, period of employment, reasons for leaving the organisation, 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"> - 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>		
