

**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 |
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| 1 | Name & No. of posts to be filled | Marketing Assistant, 01 Post. |
| 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 | He/She would be performing written/oral translation works as per requirement on day to day basis and drafting/maintaining incoming/outgoing office correspondences, other general office works as per need in Embassy of India, Moscow. He/She may have to travel to local government offices or airport, police station etc, to assist Indian nationals and/or delegations. He/She may also required to travel outside Moscow as per requirement of the Emabssy. |
| 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 | Candidate should have completed the Graduate 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 vice versa. 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 with in Russia, facilitating all official activities of E&C Wing. |
| 8 | Language Proficiency | Good Reading, Writing and speaking 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 |

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| | | 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. |
| 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 USD 1700.00 + 30% Cola 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, Conveyance Allowance etc are admissibl |
| 15 | Crucial Dates | : Date of publishing the vacancy: 13.01.2025 Last date of receipt of applications: 22.01.2025 |
| 16 | Address for sending application | : (<u>superscribed as Application for the post of Marketing Assistant in the Embassy of India, Moscow</u>) Head of Chancery Embassy of India, Moscow 6-8, Vorontsovo Polye Street Moscow (Russia)-105064 |
| 17 | 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. Decision of Embassy of India, Moscow on recruitment related matters would be final and no correspondence would be entertained in this regard. | |

Application for the post of **Marketing Assistant**
in the Embassy of India, Moscow

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

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| 1 | Post Applied for : | Marketing Assistant at Embassy of India, Moscow | 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 Previous Nationality, if any 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 : School : Higher Education/Diploma, Graduation, Post-Graduation | (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 | Additional qualification : details, if any | | |
| 8 | 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 | |

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| | | 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. Translation/Interpretation skills related experience to be highlighted. |
| | Previous employment : detail 1 | |
| | Previous employment : detail 2 | |
| | Previous employment : detail 3 | |
| 9 | Write about self in: concise paragraph, not exceeding 300 words, indicating the reasons for suitability of considering yourself for the applied post. | |
| 10 | If selected mention the: minimum time required for joining the job. | |
| 11 | <p>Self Declaration:</p> <p>- 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.</p> <p>- 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.</p> <p>- 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.</p> <p>- 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> <p>Date: Place: (Signature of the candidate)</p> | |
