

**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	:	<b>Local Assistant Clerk on contingency basis in Embassy of India, Moscow</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 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	Self Declaration: - 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.  Date: Place:	(Signature of the candidate)

\*\*\*\*\*