

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

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

1	Post Applied for	<b>Translator-cum-Clerk/Marketing Assistant in Embassy of India, Moscow</b>		<i>Affix your recent colour passport size (3 x 4) photo here.</i>
2	Full Name of the Candidate		Indicate Full Name including Family/Surname/Father's name	
3	Date of Birth		Write all applicable details  (copy of the passport and employment visa/ work permit to be attached)	
	Gender			
	Nationality			
	Previous Nationality, if any			
	Passport details			
	Marital status			
	Spouse/Family details			
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)	
	School Education			
	Higher			

	Education/Diploma, Graduation, Post-Graduation	
7	Additional qualification details, if any	
8	Work experience	(prescribe in detail all the years of work experience indicating name of the organisation where employed, period of employment, reasons for leaving the organisation, nature of work and highlight main projects of works directly 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. 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	Self Declarations:  (a) I hereby affirm that all the above information furnished by me in this application is true and confirm that they are as per actual condition of my present and past records. (b) I hereby declare that I have submitted all the details without withholding any information. If any of the information provided by me is/are 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.  
(c) 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 for the applied job is solely under the discretion of Embassy of India, Moscow on which I shall have no right to contest.

(d) I hereby agree that Embassy of India, Moscow reserves the right to appoint the suitable selected candidate at its time of choice or cancel the process of evaluation of candidate(s) for the applied post, without assigning any reasons thereof.

Date:

Place:

(Signature of the candidate)