

**Consulate General of India
Yekaterinburg**

Vacancy Advertisement

Position of Translator-cum-Interpreter in the Consulate General of India, Yekaterinburg

The Consulate of India, Yekaterinburg, invites applications from suitable candidates for the full-time position of local post of Translator-cum-Interpreter in the Post. The expected start date of hiring will be 15 June 2026.

Job Position: Translator-cum-Interpreter

Job Description: Under this post, the recruited person will be required to facilitate clear, accurate, and culturally appropriate communication between the Consulate's Diplomats and its counterparts by providing high-quality translation and interpretation services, to support diplomatic efforts by ensuring that official documents, meetings, and communications are conveyed with precision, and sensitivity to protocol and international relations. The successful candidate will serve under the supervision and responsibility of the Head of the Post, which includes:

1. Daily translation of Russian News to English.
2. Monitoring of Russian news on Television, Parliamentary debates, press briefings, conventions, speeches etc. and prepare reports in English on the same.
3. Whisper Translation (Russian-English) for officials in the Mission.
4. Liaising with relevant Russian authorities in the Ministries and Departments and other Local entities, etc.
5. Maintaining timely correspondence with Indian/Russian authorities
6. Translate, edit, proofread texts in the MS Word, Excel, PowerPoint, Outlook and, potentially, other media ensuring precision.
7. Interpret speeches or other verbal information consecutively or, on occasion, simultaneously.
8. Liaise and co-ordinate tasks with the external translation of the Consulate.
9. Perform administrative tasks, e.g. assist in coordination of meetings, seeking appointments, etc.
10. Any other tasks as directed from time to time.

Note: The jobholder may be occasionally required to accompany officials/delegation on a trip/outstation duty to interpret at locations outside Yekaterinburg but within Russia.

Essential Qualifications:

1. Educational qualifications: Minimum bachelor's degree in Russian or English language or equivalent vocational training and work experience. Preferences for Master's Degree in English/Linguistics holders and recognized Diploma or certificate course in Translation-cum-Interpreter from Russian to English and vice-versa.
2. Language proficiency: Speak, read and write fluently in English and Russian.
3. Residence status: Russian citizen (with valid work permit, if required) or any other national with valid residence and work permit (a copy of valid residence/ work permit may please be provided along with application for the post). *Student visa holders may not apply.
4. Computer skills: Minimum MS office package and other IT knowledge of advantage
5. Experience: At least 3 years' experience in a field relevant to the job description would be desirable
6. Abilities: Interpersonal skills. Listening, speaking and writing skills, Intercultural competence & Pro-active approach. Strong management capability and ability to prioritize and deal with multiple tasks.
7. Age: Between 21-40 Years.

Location – Yekaterinburg

Available for Joining w.e.f. from – 15 June 2026

Number of Vacancies - 1

Starting Salary (US\$) -Salary will be fixed at USD 2375 plus 30 % Cost of living Allowance in the pay scale of 2375-71-3440-103-4470-134-5810. 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 admissible.

To Apply- E-mail, Curriculum Vitae (CV), valid work and residence/passport permit can be e-mailed to: adm.ykbrg@mea.gov.in or [cgykbrg@mail.ru](mailto:cgiykbrg@mail.ru) with Subject - 'Application for local Translator-cum-Interpreter (Name)'

Note: Shortlisted candidates will have to submit a health certificate from a physician certifying that he/she is in a good physical and mental health, and not having any communicable illness along with a letter/certificate of good conduct from applicable local authorities/Police.

Application Deadline: 14 May 2026

**Consulate General of India
Yekaterinburg**

Job Vacancy Notice

NAME OF ASSIGNMENT & JOB REQUIREMENTS

(Application to be submitted in the prescribed format)

S. No.	Description	Requirements/Specifications/Experience
1	Name & No. of posts to be filled :	Interpreter, 01 Post.
2	Location of work :	In general, on routine day to day basis, he/she has to report to the Consulate and would require to work there.
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 the Consulate General of India, Yekaterinburg. 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 require to travel outside Yekaterinburg as per requirement of the Consulate.
4	Duration of contract :	The initial probation period would be for 06 months; which could be extended depending upon the performance assessment by the Consulate General of India, Yekaterinburg. Once probation period is completed successfully, 'Contract' would be extended as per agreed terms.
5	Educational qualification :	Candidate should have completed the bachelor's degree or specialist degree from the Institute approved/recognized by the Russian Government.
6	Desirable qualification :	The candidates should possess good Russian and English language communication skills with verifiable ability to translate documents from Russian into English and vice-versa. Good computer skill is also required.
7	Area of work experience required :	Work experience in international organizations/ Embassies/ Consulates/ media houses, handling business and cultural events, liaison with Government agencies, translation of official documents, facilitation of meetings of the Consulate officers, facilitation of incoming and outgoing delegations within Russia, facilitating all official activities of the Consulate General of India is desirable.
8	Language Proficiency :	Good reading, writing and speaking skills in English and Russian

			languages.
9	Age	:	Preferably 21 - 40 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 selected, Police Clearance Certificate with NO cases of local law violating records till the date of joining of Consulate General of India, Yekaterinburg 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 working hours working hours in the Consulate General of India, Yekaterinburg. 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 2375 in the pay scale of 2375-71-3440-103-4470-134-5810. 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 admissible.
15	Crucial Dates	:	Date of publishing the vacancy: 22 April 2026 Last date of receipt of applications: 14 May 2026
16	Address for sending application	:	adm.ykbrg@mea.gov.in or cgiykbrg@mail.ru by 14 May 2026. Subject of the email should be “ NAME OF APPLICANT (Interpreter)”
17	<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.</p> <p>Applications found without any clarity due to insufficient data will also be NOT accepted. Decision of the Consulate General of India, Yekaterinburg on recruitment related matters would be final and no correspondence would be entertained in this regard.</p>		

**Consulate General of India
Yekaterinburg**

Application for the post of Interpreter

Format for Submission of Application (to be filled in English)

1	Post Applied for	Interpreter at Consulate General of India, Yekaterinburg	Affix a recent passport size (3 cm x 4 cm) colour photo
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		
	Higher		

	Education/Diploma, Graduation, Post-Graduation	
7	Additional qualification details such as translation/interpretation, if any	
8	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 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. 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 post.	
11	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 the Consulate General of India, Yekaterinburg leading to termination from my job and suitable legal action, if any. I hereby agree that mere submission of my application to the Consulate General of India,	

Yekaterinburg 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 Consulate General of India, Yekaterinburg, on which I shall have no right to contest. I hereby agree that the Consulate General of India, Yekaterinburg 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)
