

**Embassy of India
Moscow
JNCC**

Job Vacancy Notice

NAME OF ASSIGNMENT & JOB REQUIREMENTS
(Application to be submitted in the prescribed format)

S. No.	Description	Requirements/Specifications/Experience
1	Name of Post	: Librarian-cum-Interpreter
2	Number of Post	One (01)
3	Location of work	: Jawahar Lal Cultural Centre (JNCC), Embassy of India , Vorontsovo Poly 9, Moscow
4	Nature of job	: Regular job with probation of 06 months.
5	Educational qualification	: Bachelor's degree with interpretation/translation from a reputed Russian University / Institute with good academic records (preference will be given to a Diploma holders in Library Science)
6	Age criteria	: Preferably from 30-45 years
7	Nationality & Eligibility	The applicant should be a Russian national or must have a valid long term work visa for Russian Federation
8	Desirable Skills	: Proficiency in Russian and English language, Strong IT skills and familiarity with the use of databases and the internet Good communication skills and the ability to work with people from a range of backgrounds and with a rank of needs administrative and organizational skills
9	Desirable work experience	Minimum three year experience of working with reputed Company/Institution/Organization preferably, working in a library
10	Area of work	Indenting and ordering Books, Journals and other resources, Interpretation/Translation of day to day correspondences Handling of Library Coordination with Russian interlocutors .
11	Working hours	: Normal working hours from 0900 – 1730 hrs, lunch time break for half-an-hour. Sometimes in exigencies the employee may be required to work beyond office hours or on holidays and weekend
12	Character & antecedents	A police clearance certificate from the police department is required certifying that the candidate has a clean records and there in no legal case of criminal records registered against him.
13	Physical and	: The selected candidate would be required to submit a

	Mental health		medical fitness certificate regarding his mental and physical health
14	Salary	:	To be disclosed with the shortlisted candidates only
15	Crucial Dates	:	Date of publishing the vacancy: 03.09.2024 Last date of receipt of applications: 01.10.2024
16	Address for sending application	:	(Superscribed as Application for the post of Librarian-cum-Interpreter in the Embassy of India, Moscow) Ms. Madhur Kankana Roy Director (JNCC) Embassy of India, Moscow 6-8 Vorontsovo Polye Moscow (Russia)-105064 E-mail: dirjncc.moscow@mea.gov.in
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. No communication in this regard will be entertained.		

Application for the post of Librarian-cum-Translator

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

1	Post Applied for :	Librarian at JNCC, 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, 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 :	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. 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:</p> <p style="text-align: right;">(Signature of the candidate)</p>	
