**Consulate General of India**

**Kazan**

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**Job Vacancy Notice**

**NAME OF ASSIGNMENT & JOB REQUIREMENTS**

(Application to be submitted in the prescribed format)

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| **S. No.** | **Description** |  | **Requirements/Specifications/Experience** |
| 1 | Name & No. of posts to be filled | : | **Translator cum Clerk, 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, Kazan. 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 Kazan 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, Kazan. 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 25 - 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, Kazan 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, Kazan. 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 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 admissible. |
| 15 | Crucial Dates | : | Date of publishing the vacancy: 15 September 2025  Last date of receipt of applications: 30 September 2025 |
| 16 | Address for sending application | : | (superscribed as Application for the post of Interpreter in the Consulate General of India, Kazan )  Head of Chancery  Consulate General of India,  Kazan  email: hoc.kazan@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. Decision of the Consulate General of India, Kazan on recruitment related matters would be final and no correspondence would be entertained in this regard. | | |

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**Consulate General of India**

**Kazan**

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**Application for the post of Translator cum Clerk**

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

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| 1 | Post Applied for | **Translator cum Clerk at Consulate General of India, Kazan** | 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, Kazan 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, Kazan 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, Kazan, on which I shall have no right to contest.  I hereby agree that the Consulate General of India, Kazan 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) | | |

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