

**Embassy of India, Moscow**  
**Job Vacancy Notice**

(Application to be submitted in the prescribed format)

| <b>S. No</b> | <b>Description</b>                                | <b>Requirements/Specifications/Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.           | Name of the assignment & No of posts to be filled | <b>Assistant Clerk (Contingency basis), 01 post</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 2.           | Location of work                                  | In general, on routine day to day basis at Military Wing, Embassy of India, Moscow. However, as per requirement, the candidate may have to travel to perform specified duties within Moscow city and nearby regions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 3.           | Nature of Job                                     | (a) Assist in written/ oral translation works and telephone conversations or personal meetings and any other task assigned by the Military Wing officials.<br>(b) Other tasks related to official work and correspondence with offices of other Ministries/ offices of Russian Federation and Embassies of other countries.<br>(c) Coordination and execution of administrative requirements of the Military Wing.<br>(d) Airport/ protocol duties and other miscellaneous works as per need from time to time.                                                                                                                                                                                                |
| 4.           | Duration & Terms of contract/ Appointment         | (a) The job will be purely on contract extendable further based on performance and code of conduct.<br>(b) One month notice period for termination of employment, for both sides shall be applicable.<br>(c) The Embassy of India would in no way be responsible for any medical expenditure whatsoever may incur during the period of service with the Mission.<br>(d) Employment is governed by the rules and regulations as prescribed by the Competent Authority of Government of India from time to time.<br>(e) Grievances, if any will be settled according to the Government of India's rules & regulations and not according to the Local Laws of the country concerned where the Mission is located. |
| 5.           | Educational Qualification                         | Candidate should have completed Bachelor's degree from a reputed Russian University/ Institute with good grade/ marks. Knowledge of MS Office in Computer Application with good typing speed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 6.           | Language Proficiency                              | Good reading, writing and speaking skills in English & Russian languages                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 7.           | Age                                               | Preferably 25-40 years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 8.           | Nationality & Eligibility                         | Only Russian Nationals or personal having long term employment visa/ work permit for Russia can apply                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 9.           | Character & antecedents                           | Candidate should have clean personal behavioural records and if selected, police clearance certificate with <b>NO</b> cases of local law violating records till the date of joining of Embassy of India, Moscow to be submitted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

| S. No | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Requirements/Specifications/Experience                                                                                                                                                                                                                                                                                                        |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10.   | 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.                                                                                                                                                                                                 |
| 11.   | Working hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | As per applicable Embassy of India, Moscow working hours. In general 0900hr to 1730hr on week days; Lunch time break for half an hour; OFF duty only Saturdays, Sundays and as per Embassy of India declared Holidays. Sometimes, in exigencies, the candidate may be required to work beyond office hours or on holidays including weekends. |
| 12.   | Salary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | USD 2415.00 per month                                                                                                                                                                                                                                                                                                                         |
| 13.   | Crucial Dates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Date of publishing the vacancy : <b>11 Aug 2026</b><br>Last date of receipt of application : <b>18 Aug 2026</b>                                                                                                                                                                                                                               |
| 14.   | Address for sending application                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | (superscribed as <u>Application for the post of Assistant Clerk in Military Wing, Embassy of India, Moscow</u> )<br>Embassy of India, Moscow<br>6-8 Vorontsovo Polye<br>Moscow (Russia)-105064<br>E-mail : <b>milwingmoscow@gmail.com</b>                                                                                                     |
| 15.   | <p>Application for the above post, filled in <b>English</b>, 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 &amp; professional experience as per filled details.</p> <p><b><i>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.</i></b></p> |                                                                                                                                                                                                                                                                                                                                               |

**Application for the post of Assistant Clerk in Military Wing, Embassy of India, Moscow**

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

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|-----|-------------------------------------------------------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | Post applied for                                            | : | <b>Assistant Clerk in Military wing,<br/>Embassy of India, Moscow</b>                                                                                                                                                                                                                                                                                  | <div style="border: 1px solid black; padding: 10px; text-align: center;">Affix a recent<br/>colour passport<br/>size (3x4) photo</div> |
| 2.  | Full Name of candidate/<br>Surname/ Father's name           | : |                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                        |
| 3.  | Date of Birth                                               | : |                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                        |
| 4.  | Gender                                                      | : |                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                        |
| 5.  | Nationality                                                 | : |                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                        |
| 6.  | Marital status                                              | : |                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                        |
| 7.  | Spouse/ family details                                      | : |                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                        |
| 8.  | Passport details                                            | : |                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                        |
| 9.  | Permanent address of<br>residence and contact details       | : |                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                        |
| 10. | Present address of<br>communication and contacts<br>details | : |                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                        |
| 11. | Mobile Number                                               | : |                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                        |
| 12. | E-mail address                                              | : |                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                        |
| 13. | 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, certificate (s) or competency certificate (s) as applicable for each details mentioned; add additional rows and columns as may be required. |                                                                                                                                        |
| 14. | School                                                      | : |                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                        |
| 15. | Additional qualification details:<br>if any                 | : |                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                        |

16. Work experience : (prescribe in details all the years of work experience indicating Name of the Organisation employed, period of employment, reasons for leaving the organisation, nature of work, 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.
17. Previous employment detail 1:
18. Previous employment detail 2:
19. Previous employment detail 3:
20. Write about self in concise :  
para, not exceeding 300 words,  
indicating the reasons for suitability  
of considering yourself for the  
applied post
21. If selected mentioned the :  
minimum time required for  
joining the job
22. Self declaration:-
- (a) 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.
- (b) 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.
- (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 of the applied job is solely under the discretion of Embassy of India, on which I shall have no right to contest.
- (d) I hereby agree that Embassy of India reserves the right to appoint the suitable selected at its time of choice or cancel the process of evaluation of candidates for the applied post, without assigning any reasons thereof.

Date :

(Signature of the candidate)

Place :