Applications are invited for the post of Messenger/Clerk in the Embassy of India, Nur-Sultan. Following are the details regarding the vacancy.

**Terms of Employment:**
- Full time permanent position (upon completion of probation)
- Salary: starting at US$ 730/-
- Annual Bonus (one month’s salary) on completion of one year of service
- 21 days’ Annual leave on completion of one year of service

**Qualifications:**
- University Degree or equivalent Diploma (preferred specialization in Social Media/Communication)
- Good administrative, organizational and time management abilities
- Fluency (both oral and written) in English, Russian and Kazakh language
- Good computer skills (including word processing, excel, email)
- Excellent communication skills
- Willingness to learn and develop new skills
- Previous experience (3-5 years) of similar work would be desirable
- Candidates with Local Work Permit/Resident Visa etc., in compliance with local rules and regulations to work in foreign Diplomatic Missions will be eligible for consideration.

**Age:** Between 22-35 years

**Areas of Responsibilities:**
- Official work as and when assigned by Senior Officers of the Embassy.

**Application Deadline:** CV alongwith covering letter in English must reach the Embassy by **25th July, 2019**.

CVs may be sent to the following address by mail or e-mail:

Administration Division,
Embassy of India
5th Floor, 6/1 Kabanbai Batyr Avenue, Nur-Sultan, Kazakhstan
Email: admn.astana@mea.gov.in