Посольство Индии
Астана,Казахстан
Тел.: (007-7172) 925711
E-mail: admn.astana@mea.gov.in

Embassy of India
Astana,Kazakhstan
Tel: (007)7172 925711
E-mail: admn.astana@mea.gov.in

No.Ast/Admn/579/01/2025 **19th November, 2026**

Applications are invited for the post of Interpreter in the Embassy of India, Astana, which will be vacant w.e.f. 16.12.2026. Following are the details regarding the vacancy.

Terms of Employment:

- Full time permanent position (upon completion of probation)
- Salary : starting at US$ 1200/-.
- 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 (Language Interpretation & Translation major) or equivalent specialization (Foreign Languages : English; Foreign Philology; International Relations)
- 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 21-35 years

Areas of Responsibilities :

- Translation of relevant articles from local newspapers, documents, letters, Note Verbales etc. proof reading, editing and reviewing translated materials.
- Consequent interpretation during meetings and preparation of record of discussions/minutes of the meetings.
- Transcription of lectures/speeches.
- Handling of correspondence/emails and manage work schedules to meet given deadlines.
- Compilation of media reports and preparing summaries.
- Coordination with local government bodies, organizations & diplomatic missions.
- Maintain lists of contacts, relevant databases.

- Compile information such as technical terms used in international relations to be used in translation. Maintaining of officers appointments schedule as and when required.
- Protocol duties with visiting delegation as and when required.
- Other tasks as assigned by the Embassy.

Application Deadline: CV along with covering letter in English must reach the Embassy by **05th December, 2026.**

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

Administration Division,
Embassy of India
10th Floor, 62 A, Kosmonavtov, Astana, Kazakhstan
Email: admn.astana@mea.gov.in