



Посольство Индии  
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6<sup>th</sup> May 2021

Applications are invited for the post of Driver 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\$ 910/-.
- 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:**

- Valid driving license (minimum Category 'B', preferably Category 'D')
- Previous experience (at least 3 years) of similar work
- Fluency (both oral) in English, Russian and Kazakh language
- Excellent communication skills
- Willingness to learn and develop new skills
- 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 is desirable.

**Areas of Responsibilities :**

- Work related to the post of driver including maintenance of the vehicle.
- Other 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 **21<sup>st</sup> May 2021.**

**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](mailto:admn.astana@mea.gov.in)