



Посольство Индии  
Астана, Казахстан  
Тел.: (007-7172) 925711  
Факс: (007-7172) 925716  
E-mail: [admn.astana@mea.gov.in](mailto:admn.astana@mea.gov.in)

Embassy of India  
Astana, Kazakhstan  
Tel: (007)7172 925711  
Fax: (007-7172) 925 716  
E-mail : [admn.astana@mea.gov.in](mailto:admn.astana@mea.gov.in)

No.Ast/Admn/579/01/2023

23 January 2023

Applications are invited for the post of Clerk in the Embassy of India, Astana. 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:**

- University Degree or equivalent Diploma
- 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 :**

- 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 **04<sup>th</sup> February 2024.**

**CVs may be sent to the following address by mail or e-mail :- [admn.astana@mea.gov.in](mailto:admn.astana@mea.gov.in)**

Administration Division,

Embassy of India

10th Floor, 62 A, Kosmonavtov, Astana , Kazakhstan

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