



Посольство Индии
Астана, Казахстан
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No.Ast/Admn/579/03/2022

19 June 2024

Applications are invited for the post of Clerk in the Embassy of India, Astana, which will be vacant from 08 July 2024. 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 **30th June 2024.**

CVs may be sent to the following address by mail or e-mail :- admn.astana@mea.gov.in

Administration Division,
Embassy of India
10th Floor, 62 A, Kosmonavtov, Astana , Kazakhstan
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