



**Посольство Индии**  
**Астана, Казахстан**  
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**Embassy of India**  
**Astana, Kazakhstan**  
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**No.Ast/Admn/579/02/2022**

**18<sup>th</sup> March 2024**

Applications are invited for the post of Clerk, which will be vacant in the Representative Office 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 Representative Office of India.

**Application Deadline:** CV along-with covering letter in English must reach the Embassy by **31<sup>st</sup> March 2024.**

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