



**CONSULATE GENERAL OF INDIA  
MILAN**

**JOB OPPORTUNITY**

**Date: 08.07.2025**

**The Consulate General of India, Milan invites applications for the post of Clerk. The candidate must have:**

- i. Minimum education qualification :- A bachelor degree from a recognized university
- ii. Minimum Age 21 years and maximum not more than 35 years as on 01.07.2025
- iii. Oral and written capability in English Language
- iv. Oral and written capability in Italian Language
- v. Sound knowledge of computer- MS Word, MS Excel, MS Power point, E-mail, etc.
- vi. Proficiency in typing in English
- vii. Good experience of general administrative work. The Clerk will be expected to render all kinds of assistance in running of the Consulate including but not limited to liaising with various offices/organizations, making and attending to telephone call, coordinating with various branches of local public offices etc., and any work allotted on functional requirements on need basis from time to time.
- viii. Selected candidate would be required to do translation from Italian to English and vice versa. On Functional grounds, candidate would be required to do any job assigned to him/her.
- ix. Must be an Italian national or holding a valid Residence Visa/Permit for Italy (in case of other nationalities)

**Contract:** The successful candidate will be employed for an initial period of 3 months after which he/she may be considered for regular appointment depending upon satisfactory performances.

**Salary:** The Gross salary would be Euro 2060/- less INPS @9.4567% per month. After 2 years of successful completion of service, the candidate will be eligible for 1st increment. 13<sup>th</sup> & 14<sup>th</sup> month's salary will also be admissible as per local National Labour Contract.

Interested candidates may send their curriculum vitae in English language with photograph to the Head of Chancery, Consulate General of India, Piazza Paolo Ferrari 8, 20121, Milan on:- [hoc.milan@mea.gov.in](mailto:hoc.milan@mea.gov.in) & [admn.milan@mea.gov.in](mailto:admn.milan@mea.gov.in) . Only selected candidates will be called for interview.

Final selection will be based on a written test to examine translation skill in English-Italian and vice-versa and a personal interview. Selected candidate will have to join duties immediately.

**The last date for receipt of applications is 25<sup>th</sup> July 2025.**

**Application received after 25<sup>th</sup> July 2025 will not be entertained.**