



JOB OPPURTUNITY

The Consulate General of India, Milan is looking for: Clerk

Qualification and experience:

The candidate must have:

- i) At least a bachelor degree
- ii) Minimum Age 21 years and maximum not more than 45 years
- iii) Oral and written capability in English
- iv) Oral and written capability in Italian
- v) Sound knowledge of computers – MS Word, MS Excel, MS Power point, E-mail, etc.
- vi) Typing in English
- vii) Experience of general administration 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 calls, 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 candidates would be required to do translation from Italian to English and vice versa. On Functional grounds, candidates would be required to do any job assigned to him/her.

Contract:

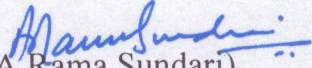
The successful applicant will be employed for an initial period of 3 months after which he/ she may be considered for regular appointment depending upon satisfactory performance. Please send your curriculum vitae in English language to the attention of Mrs. A.Rama Sundari, Head of Chancery, Consulate General of India, Piazza Paolo Ferrari 8, 20121, Milan or to hoc.milan@mea.gov.in Only selected candidates will be called for interview.

Salary: Salary: The Gross salary would be Euro 1743.07 less INPS @8.57% per month. The net monthly pay would be around €1593.51. After 2 years of successful completion of service, increment would be granted. 13th and 14th month salary will also be admissible as per local National Labour Contract. No other emoluments/medical insurance etc. will be admissible.

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

Deadline for applications :- 17th April, 2023

Applications received after 17th April 2023 will not be entertained.


(A.Rama Sundari)
Head of Chancery
31.03.2023