

Embassy of India
Rome
(Administration Wing)

Applications are invited from candidates, residing permanently in Italy, for the post of 01 (one) Clerk in the B-3 Area/Level, currently entitled to Basic Pay of Euro 1650.75 per month plus other allowances, as admissible and approved from time to time.

Qualifications & Age

Essential: Bachelor's degree in any discipline from a recognized university and good written and oral communication skills in Italian and English languages and proficiency in use of computer.

Desirable: Past working experience.

Upper age limit: 35 years as on 01.11.2017.

Selection Procedure

Eligible candidates will be required to appear at a written examination comprising of multiple choice questions to assess numerical, reasoning and English & Italian language abilities.

Only those candidates who obtain minimum qualifying marks in each component and aggregate in the examination will be called for interview. The selection will be made on the basis of the overall performance of the candidates.

Interested candidates may submit their CVs/Bio-data (only in English language) alongwith a photograph to: **adm.rome@mea.gov.in** and **hoc.rome@mea.gov.in** latest by **24 November 2017**.

The appointment is subject to security clearance and the successful completion of a probationary period.

All applicants should have the right to live and work in Italy. The Embassy of India does not sponsor work permits. It will also not be possible for the Embassy to meet the travel costs incurred when travelling for the written examination / interview, nor the costs connected with relocation if offered a job.

In the event of any information furnished by a candidate being found false or incorrect at any stage or not satisfying the eligibility conditions as mentioned in this advertisement, her/his candidature/appointment is liable to be cancelled/terminated.

Mere submission of application by the applicants shall not give them the right to be called for selection process. The Embassy of India reserves the right to postpone/cancel the recruitment process at any stage without any prior notice and without assigning any reason thereof. The Embassy of India also reserves the right to modify the advertisement or part of it, at any stage, if considered necessary.
