

**Embassy of India, Rome
(Administration Wing)**

24th March, 2023

JOB OPPORTUNITY

The Embassy of India, Rome is looking for hiring a Messenger. Applications are invited from candidates, residing permanently in Italy, for the post of 01 (one) Messenger in the Level C2.

Job Description:

1. Maintenance of office records
2. Dispatch and collection of official mail/post
3. Collecting/Delivering miscellaneous items from/to Embassy
4. General office work, filing and Organisation work
5. Ability to undertake desk as well as other work requiring physical movement
6. Any other work as directed from time to time

Qualification and experience: The candidate must have:

1. Bachelor degree
2. Minimum Age 21 years and maximum not more than 40 years
3. Oral and written capability in English and Italian
4. Basic knowledge of computers
5. Experience of general administration work.

Skills required:

- Dedication and flexibility
- Service oriented
- Analytical and structured way of working with high level of reliability and proactive approach
- Communicative and friendly personality
- Team spirit and intercultural competence
- Ability to multitask, work under pressure and handle increased workload

Working hours: Full time job 09.00-17.30 hrs, Monday to Friday. Occasional evenings and weekends.

Salary: The Gross salary would be Euro 1569,56 less INPS @9.34%.

Contract: The successful applicant will be employed for an initial period of 6 months after which he/she may be considered for a 3 years contract depending upon satisfactory performance.

Shortlisted candidates will have to submit a health certificate from a physician certifying that he/she is in a good physical and mental health, and not having any communicable illness. Candidates have also to present a police clearance certificate.

Please send your curriculum vitae in English language and one Covering Letter to: hoc.rome@mea.gov.in, and CC to: admn.rome@mea.gov.in, with Subject - 'Application for the post of Messenger.

Last date for submission of application: 15.04.2023

Exam Date: 25.04.2023

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 applicant shall not give them the right to be called for selection process. The Embassy of India reserves the right to modify the advertisement or part of it, at any stage, if considered necessary.
