

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

**20<sup>th</sup> October, 2023**

**JOB OPPORTUNITY**

Applications are invited to recruit 02 (two) clerk posts at the Embassy of India, Rome in the B-2 Area/Level, currently entitled to Basic Pay of Euro 1743.07 per month plus other allowances, as admissible and approved from time to time.

**Qualifications**

Essential: Bachelor's degree in any discipline from a recognized university, preferably a specialization in finance, economics, business, management, or related fields. The applicant should be proficient in spoken and written Italian & English and demonstrate proficiency in computer use (noting, drafting, and typing skills).

Desirable: Past working experience.

**Selection Procedure**

Eligible candidates must appear at a written examination comprising 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 an interview. The selection will be made based on the overall performance of the candidates.

Interested candidates may submit their CVs/Bio-data (only in English) along with a photograph to: [adm.rome@mea.gov.in](mailto:adm.rome@mea.gov.in) and [hoc.rome@mea.gov.in](mailto:hoc.rome@mea.gov.in) with the subject - '**Application for the post of Clerk**'. The last date for submission of the application is 20<sup>th</sup> November, 2023. The tentative exam date for the post is 29.11.2023 (Wednesday), and the timings will be communicated to shortlisted applicants later.

**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.

Please keep in mind that it is a requirement for all applicants to have the appropriate permission 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 for the written examination/interview, nor the costs connected with relocation if offered a job.

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

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

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