

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

**10 April 2024**

**JOB OPPORTUNITY**

Applications are invited to recruit one post of Clerk cum Typist at the Embassy of India, Rome in the B-2 Area/Level, currently entitled to Basic Pay of Euro 1857.24 per month plus other allowances, as admissible and approved from time to time.

**Job Description**

The cultural clerk is expected to render assistance in the smooth functioning of the culturing wing including but not limited to liaising with various officers/cultural organizations, making and attending to telephone calls, coordinating with various branches of local public offices etc. The individual should be confident and willing to assist in organizing cultural events and have strong organizational skills with the ability to plan and coordinate cultural events. The cultural clerk will introduce Indian culture to the public and will be responsible for handling social media of Embassy.

**Qualifications**

**Essential:** Bachelor's degree in any discipline from a recognized university, preferably specialization in Indian history, art and culture. The applicant should be proficient in spoken and written Italian & English and computer use of word/excel/ppt etc.

**Desirable:** Past working experience in a Cultural Organization or Organization promoting culture.

**Selection Procedure**

Eligible candidates would appear for a written examination to assess English & Italian language abilities, communications and analytical skills.

Only those candidates who obtain minimum qualifying marks in each component and aggregate in the examination would 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: [admn.rome@mea.gov.in](mailto:admn.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 April 2024. The tentative exam date for the post is 02 May 2024 (Thursday), and the timings will be communicated to shortlisted applicants later via email. The qualifying candidates in the written examination will be called for in-person interview.

**Contract:** The successful applicant would be employed for an initial period of 6 months after which he/ she may be considered for a 3 years contract depending upon evaluation of their work in the Embassy.

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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