

## **JOB VACANCY**

### **Local Clerk (On temporary/ contingency basis)**

**Consulate General of India, Saint Petersburg** invites applications for 01 Post of **Clerk** from Graduates on temporary/ contingency basis.

#### **Qualification:**

- Applicant should possess a Graduate Degree from a recognized University.
- Applicant must have fluency in reading, writing and speaking English and Russian language.
- Applicant should be conversant with computer applications like Excel, Microsoft Word, Power-point Presentations and social media platforms such as Facebook, Twitter (X) & Telegram etc.
- Applicants should possess the ability to interact independently with local authorities.
- Priority shall be given to the applicants having Interpretation degree from a recognized University.

2. Interested candidates may send their application along with detailed CV, Cover letter and recent front-view color passport-size photograph by email to [estt.spburg@mea.gov.in](mailto:estt.spburg@mea.gov.in) or by hand latest by 30<sup>th</sup> June, 2025; 1700 hrs (St Petersburg local time). **CV should be in English only.**

3. Monthly remuneration:- USD 1700/- (payments will be made by bank transfer).

4. Kindly note that no additional monetary or other benefits like increment, leave, bonus, medical facilities, conveyance, etc. will be provided.

Short-listed candidates will be called for English and Russian Proficiency Tests & Interview. Exact date & timing for the interview will be conveyed in due course.