

Embassy of India  
Sofia

The Embassy of the Republic of India in Sofia, Bulgaria, is looking for a suitable candidate for the post of an immediate vacancy of **Clerk-cum-Typist**

(i) **Essential qualification requirements:**

- Should be a graduate from a recognized University.
- Should possess good command over English and Bulgarian languages both spoken and written.
- Should possess a pleasing personality.
- Should be a permanent resident of Bulgaria.
- Should be proficient in typing and be conversant with normal office work and practices.
- Should have excellent working knowledge of Computers including MS-Word, MS-Excel, etc.
- **Preference will be given to candidates with experience in administration, property-related and PIC works in any establishment.**

(ii) **Brief Description of work:**

- Interpretation work, Liaison with service providers for purchase of stores and repair works, Liaison with Ministry of Foreign Affairs and other government Ministries, Departments and Municipalities, Liaison with journalists and cultural organisations.
- Going through local Bulgarian Newspapers and submitting translated articles of interest.
- Any others work as assigned from time to time.

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(iii) **Salary: Starting Salary BGN 1350 (Gross).**

2. Applications may be submitted on line with a recent photograph to:

**MR. P. SUBHASH NAIR  
SECOND SECRETARY & HEAD OF CHANCERY  
EMBASSY OF INDIA  
4 ALFRED NOBEL STREET, GEO MILEV,  
1113 SOFIA**

or alternatively dropped at the mail box in front of the Embassy located at 4 Alfred Nobel Street, Geo Milev, Sofia 1113.

3. Last date for receipt of applications is 15 May, 2018. Short-listed candidates would be required to attend an interview at the above address.