



Посольство Индии  
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No.Ast/Admn/579/6/2021  
2024

30<sup>th</sup> July

Applications are invited for the post of Driver, which will be vacant w.e.f 29<sup>th</sup> August, 2024 in the Embassy of India, Astana. Following are the details regarding the vacancy.

**Terms of Employment:**

Full time permanent position (upon completion of probation)  
Salary : starting at US\$ 910/-.  
Annual Bonus (one month's salary) on completion of one year of service  
21 days' Annual leave on completion of one year of service

**Qualifications:**

Valid driving license (minimum Category 'B', preferably Category 'D')  
Previous experience (at least 3 years) of similar work  
Fluency (both oral) in English, Russian and Kazakh language  
Excellent communication skills  
Willingness to learn and develop new skills  
Candidates with Local Work Permit/Resident Visa etc., in compliance with local rules and regulations to work in foreign Diplomatic Missions will be eligible for consideration.

**Areas of Responsibilities :**

Work related to the post of driver including maintenance of the vehicle.  
Other official work as and when assigned by Senior Officers of the Embassy.

**Application Deadline:** CV alongwith covering letter in English must reach the Embassy by **16<sup>th</sup> August 2024.**

**CVs may be sent to the following address by mail or e-mail :- [admn.astana@mea.gov.in](mailto:admn.astana@mea.gov.in)**

Administration Division,  
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10th Floor, 62 A, Kosmonavtov, Astana , Kazakhstan  
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