JOB VACANCY

EMBASSY OF INDIA
DAMASCUS

Applications are invited from the Syrian Nationals resident in Syria for the post of Translator/Interpreter in this Embassy, as per the details given below:

Nature of Duties: Translation and Interpretation
Qualifications   :   Post graduation (Arabic/English) with Bachelor's degree in English.
Recruit process: Written test and interview

All applications are required to be accompanied by a detailed CV including the work experience, with recommendations by the past employers, if any, and may be forwarded by email to hoc.damascus@mea.gov.in (with a copy to admn.damascus@mea.gov.in) latest by **Thursday, June 20, 2019**. On preliminary screening, the applicant will be directly contacted by the Embassy of India in Damascus. Applicants are therefore advised not to make any telephonic inquiries to know the status of their applications. Proforma for application is given below.

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Embassy of India
Damascus

PROFORMA FOR APPLICATION FOR THE POST OF INTERPRETER/TRANSLATOR

1.   Full Name (in block letters only):   _____

2.   Father/Husband's name: _____

3.   Date of Birth: _____

4.   Permanent Home Address: _____

5.   Present Address
     (Places of stay during the past 10 years)   _____

6.   Contact Number (Mobile):   _____

7.   Qualifications:
     (Copies of certificate/degree to be attached)   _____

(a)   Educational   _____
(b)   Knowledge of computer: _____
(c)   Any other Qualification   _____

8.   Experience   _____

9.   I hereby declare that above particulars mentioned in the application are correct and true to the best of my knowledge and belief.

                                                        (Signature of the applicant)

Dated:

FOR OFFICE RECORD ONLY

1.   Received on: _____

2.   Accepted/Rejected: _____

3.   Date of test/interview: _____