

No. Ath/Adm/576/03/2023

Embassy of India

Athens

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May 18, 2023

**Employment Notice**

Embassy of India, Athens invites applications for one local post of Interpreter/Translator.

**General Terms & Condition**

1	Educational Qualification:	Minimum bachelor's degree in Greek or English language or equivalent vocational training and work experience. Recognised Diploma or certificate course in Translation-cum-Interpreter from Greek to English and vice-versa
2	Nature of Job	<p>As Interpreter/Translator, the employee would be required to do the following:</p> <ul style="list-style-type: none"><li>• Daily translation of Greek News to English.</li><li>• Monitoring of Greek news on Television, Parliamentary debates, press briefings, conventions etc. and prepare reports in English on the same.</li><li>• Whisper Translation (Greek-English) for officials in the Mission.</li><li>• Translation of business, technical, legal and scientific written materials, literature of political, cultural, economic, technology, These may include letters, reports, news articles, articles, note verbales, brochures, tender documents, emails, and books.</li><li>• The work may incorporate:•reading documents•writing and editing copy•using software and bespoke applications to upload content, if required by a client•preparing summaries•consulting with experts in a specialist field, if required developing contacts and building relationships with various contacts of the Embassy.</li><li>• Compile and prepare reports and correspondence</li><li>• Liaise with relevant Greek authorities in the Ministries, Parliament, authorities and organizations</li><li>• He/She would also be required to undertake and assist Embassy in enhancement of ties between India and Greece</li><li>• Arrange meetings and appointments and prepare record of discussions</li><li>• Maintain list of contacts and database</li><li>• Maintaining timely correspondence with</li></ul>

		<p>Indian/Greek authorities.</p> <ul style="list-style-type: none"> <li>Independently coordinate and organize events</li> <li>Any other task assigned by the Embassy</li> </ul> <p>However, Interpreter/Translator related tasks will be the main domain, he or she may be deployed on any other desk of general nature in the Embassy.</p>
3.	Salary	Basic Pay: €756.07 per month, plus Admissible allowances as defined under applicable law.
4.	Age	Maximum 35 years as on the last date of application.
5.	Nationality	Persons of all nationalities are eligible to apply provided they possess valid permits authorizing them right to residence and work in Greece.
6	Knowledge of English	<p>Knowledge of English &amp; Greek (Reading/Writing/Speaking) is mandatory. Applicant should enclose certificate of proficiency in English from recognized institutions.</p> <p>Proficiency in English of shortlisted candidates will be tested through their ability to translate Greek to English and vice versa.</p>
7.	Past Job Experience	At least 2-3 years experience as translator/interpreter (consecutive).
8.	Knowledge of PC Operation	Knowledge of PC Operation (General hardware setup, Office software, email operation, MS Word, Outlook, Excel, Libre Office & operation of social media) is mandatory. Minimum typing speed of 30 words per minute is mandatory which will be tested separately by the Embassy only for the shortlisted candidates
9.	Mental & Physical Health	Candidate should be in good mental & physical health. He/She will be required to submit a medical fitness certificate before appointment.
10	Working Hours	0830-1700 hrs (5 days a week). Selected candidate should be willing to work beyond prescribed office hours and on weekends/holidays, as and when need arises.
11	Abilities	<ul style="list-style-type: none"> <li>The employee should have the ability to translate quickly, confidently and accurately, speak clearly in both languages (Greek-English) using proper pronunciation, enunciation and polite expressions.</li> <li>Interpersonal skills. Listening, speaking and writing skills, Intercultural competence &amp; Proactive approach.</li> <li>Strong management capability and ability to prioritize and deal with multiple tasks.</li> <li>He/she should be cordial and polite in dealing with the visitors and should be willing to learn and develop new skills.</li> <li>He/she should be hardworking and able to solve problems independently</li> </ul>
12	Contract	The successful applicant will be employed for an initial period of 6 months after which he/ she may be considered for a 2 years period contract depending upon satisfactory performance.

13	Selection procedure	Eligible candidates will be required to appear at a Written Examination/English Proficiency Test. Only those candidates who are successful in Written Examination/English Proficiency Test will be called for Interview. After which shortlisted candidates would be called in for a typing test. The selection will be made on the basis of the overall performance of the candidate
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Interested candidates may apply for the above position online through the website of the Embassy at [https://docs.google.com/forms/d/e/1FAIpQLSc\\_jH5Y5HI5enKuDJ\\_INO5Kxd\\_2am2c8brY-RnRZZjbePUqcw/viewform?vc=0&c=0&w=1&flr=0](https://docs.google.com/forms/d/e/1FAIpQLSc_jH5Y5HI5enKuDJ_INO5Kxd_2am2c8brY-RnRZZjbePUqcw/viewform?vc=0&c=0&w=1&flr=0) URL and also offline, only in the format given in annexure-I of this notice. If applied offline, the duly filled in application may be scanned and sent to [admn.athens@mea.gov.in](mailto:admn.athens@mea.gov.in). Application in any other format or means will not be entertained.

All the criteria of eligibility prescribed above must be supported by appropriate certificates/documents and will be required to be presented in original in the Embassy at the time of interview and before appointment along with Police Verification.

In the event of any information furnished by a candidate being found false or incorrect at any stage or not satisfying the eligibility conditions as mentioned in this advertisement, her/his candidature/appointment is liable to be cancelled/terminated. Mere submission of application by the applicant shall not give them the right to be called for selection process. The Embassy of India reserves the right to modify the advertisement or part of it, at any stage, if considered necessary.

The last date of submission of application is June 5, 2023

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Form of Application for the Post of Interpreter/Translator

1	Post applied for	Interpreter/Translator			
2	Name of the applicant (In CAPITAL)				
3	National ID No.				
4	Father's Name				
5	Mother's Name				
6	Date of Birth				
7	Gender				
8	Nationality				
9	Educational Qualification				
10	Postal Address				
11	Mobile No				
12	Email ID				
13	Knowledge of English (Y/N)				
14	Knowledge of Operation of PC	Knowledge of general hardware setup	Knowledge of operation of general office software	Knowledge of operation of email	Knowledge of operation of Social media (Facebook/Twitter)
		(Yes/No)	(Yes/No)	(Yes/No)	(Yes/No)
15	Previous Job Experience	Nature of Job	Name of the Employer	Monthly Salary	Period of service rendered
		1			
		2			
		3			
		4			
16	List of Documents in support	a.			

of prescribed qualification (Do not attach any, will be verified upon final selection)	b.
	c.
	d.
	e.
	f.

**Declaration**

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief, I understand that in the event of any information being found suppressed, false or incorrect or ineligibility being declared before or after examination my candidature appointment is liable to be cancelled.

Place :

Date :

Paste/ Upload passport size photograph

Signature/Upload signature