

Embassy of India
Vilnius

May 23, 2024

Advertisement for Engagement of One (1) Chef/Cook for the Embassy of India in Vilnius

The Embassy of India, Vilnius invites applications in the prescribed proforma from the Lithuanian citizens/permanent residents/NRIs, with valid appropriate visa and work permit for hiring of one Chef/Cook on contract basis for conducting Indian cuisine classes.

1.	Name of the Post	:	Chef/Cook
2.	Period of contract	:	<p>Initially for 01 (One) year</p> <p>The contract can be extended further depending on outstanding performance/work and depending on the requirement.</p>
3.	Nature of duties	:	<p>1. Cooking classes of Indian cuisine will be conducted once a week by the selected Chef/Cook.</p> <p>2. In addition to regular cooking classes, Chef/Cook is expected to contribute in outreach activities at other venues including performances, workshops, master classes, etc. as decided by the Embassy</p> <p>3. Chef/Cook would be expected to prepare Indian cuisines on special occasions like national days of India or during cultural events organized by the Embassy.</p>
4.	Job Location	:	Embassy of India, Gedimino Pr. 12, Vilnius
5.	Essential Qualification and experience	:	<p>1. Fluency in English and local language</p> <p>2. Candidate should have minimum 3 years of experience in cooking Indian cuisine</p>
6.	Desirable criteria	:	1. Candidates who have a diploma in Hotel Management would be given preference.
7.	Remuneration	:	<p>1. Remuneration/payment will be on hourly basis. Candidates can quote their fees.</p> <p>2. Chef/Cook will not be entitled for any other benefits/allowances/performance fees by Embassy of India</p>
8.	How to apply	:	<ul style="list-style-type: none"> • The applicants who fulfil the eligibility criteria may submit application indicating their interest in working for the Embassy of India as per proforma at Annexure I • Documents / certificates in support of educational qualifications, experience should be attached with the application. • Applications along with supporting documents can be emailed to: cul.vilnius@mea.gov.in
			<ul style="list-style-type: none"> • Embassy of India will review the applications and shortlist the candidates for interview. The shortlisted candidates will be intimated by email.

		<ul style="list-style-type: none">• The date, time and venue of the interview will be conveyed through email at the email address provided by the applicants.• Applicants will have to make their own arrangements to reach the place of interview.• No payment will be given to the applicant for attending the interview.• The final selection will be based on their performance at the interview.• The decision of the Embassy regarding selection of candidate will be final
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The last date for receiving applications is 06.06.2024 (1730 hrs.). Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma will be rejected and no correspondence shall be entertained in this regard.

ANNEXURE-I

Application Proforma for Hiring of Chef/Cook (Indian cuisine) in The Embassy of India in Vilnius

Past your
passport size
photo here

1. Name of the position:
2. Name:
3. Nationality:
4. Father's Name/ Husband's Name:
5. Date of Birth:
6. Educational Qualifications:
7. Mobile No.:
8. Email ID:
9. Address for Communication:
10. Details of the previous employment in chronological order, if applicable. (Enclose a separate sheet, if space below is insufficient)

Department/ Institution/ Organisation	Post held	From	To	Emoluments	Nature of duties performed

11. Details of courses/ training programmes attended, if any:
12. Languages known:
13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be.
14. Remarks, if any:

(Signature of Candidate)
Date