

**Embassy of India  
Vilnius (Lithuania)**

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**Announcement for Job Vacancies**

The Embassy of India, Vilnius requires the services of qualified young persons to fill up the following positions:

<b>Interpreter – One post</b>	<b>Clerk: One Post</b>	<b>Messenger: One post</b>
<p><b>Qualification:</b> Masters or graduate from a recognized educational institution.</p> <ul style="list-style-type: none"><li>• Proficient in both English and the Lithuanian, other language.</li><li>• Ability to do simultaneous and consecutive interpretation in bilingual languages (Lithuania-English) in spoken communications as well as able to translate various documents.</li><li>• Proficiency with Microsoft office</li><li>• Experience with social media platforms (Facebook, Twitter, Instagram)</li></ul> <p>Experience: 1–2 year experience in a similar position. Fresher can also apply.</p> <p><b>Salary: Euro 3000 Gross</b></p>	<p><b>Qualification:</b> High school degree; post-secondary education, additional certification in Office Management is a plus. Graduate from a recognized educational institution will be given preference.</p> <ul style="list-style-type: none"><li>• Clerical experience, Ability to learn quickly, communicate in English, positive attitude, flexible schedule.</li><li>• Perform various duties depending on the specific clerk position</li><li>• Proficiency in Microsoft Office Suite</li><li>• Ability to be resourceful and proactive when issues arise</li></ul> <p><b>Salary: Euro 2000 Gross</b></p>	<p><b>Qualification:</b> High school diploma is preferred.</p> <ul style="list-style-type: none"><li>• Fetching, checking, and signing for parcels at their respective collection points.</li><li>• Transporting items to drop-off points.</li><li>• Answering recipients' questions about the delivery process.</li><li>• English written and verbal communication skills</li></ul> <p><b>Salary: Euro 1600 Gross</b></p>

Interested candidates may send their applications along with a copy of resume, one passport size photograph **by or before 30 September 2024 (Monday)** to the following by email: [pol.vilnius@mea.gov.in](mailto:pol.vilnius@mea.gov.in), [hoc.vilnius@mea.gov.in](mailto:hoc.vilnius@mea.gov.in), [accts.vilnius@mea.gov.in](mailto:accts.vilnius@mea.gov.in);

The information received from applicants will not be shared by the Embassy and the data protection regulations as mentioned in the General Data Protection Regulation (GDPR) on information privacy will be complied with.

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