

Embassy of India

Ljubljana

\*\*\*

**Vacancy for the local post of Receptionist in the Embassy of India, Ljubljana**

Embassy of India, Ljubljana invites applications from suitable and interested candidates for the full time position of Receptionist. As a Receptionist, candidate is expected to arrange Ambassador's meeting, management of Ambassador's communication, hospitality management with respect to Ambassador's office and any other official/administrative work as assigned by Ambassador. The successful candidate will be appointed in the **Pay Scale of Euro 1085-33-1580-47-2050-62-2670 (Gross Basic Pay)**. Cost of Living Allowance (COLA) @ 9.32% of the gross basic pay will be paid additionally. In addition, the remuneration package will include mandatory Employer's Social Security Contribution.

2. **Vacancy to be filled: 01 November 2022**

3. **Candidates fulfilling the following requirements are welcome to apply:**

(i) **Educational qualifications:** Minimum Bachelor degree.

(ii) **Experience:** Experience of at least 04 years in related work profile

(iii) **Language Proficiency:** Fluency in English and Slovenian (speaking, reading and writing)

(iv) **Technical Skills:** Libre/MS office and good IT skills. Knowledge and understanding of computer hardware and software along with preparation of Power Point Presentations and know-how of conducting meeting on virtual platform. Ability to analyse and manage data accurately, report preparations etc.

(v) **Personal Skills:** Ability to work in team. Intercultural competence (respecting intercultural difference in workplace).

4. **Application criteria:**

(i) **Eligibility:** Slovene nationals, third country nationals and Non Resident Indians with valid resident permits provided by the Government of Slovenia.

(ii) Interested candidates, eligible to work in Slovenia, may apply by **22 October 2022** at e-mail [adm.ljubljana@mea.gov.in](mailto:adm.ljubljana@mea.gov.in) or send their application by post to the following postal address:

**Mr. Raj Kumar  
Head of Chancery  
Embassy of India  
Zelezna Cesta 16  
Ljubljana 1000**

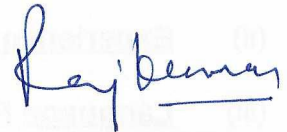
**"Application for the post of Receptionist in Embassy of India, Ljubljana"** may be mentioned as subject of e-mail/ on the top of the envelope.

(iii) Candidates are advised to send their application in **English** along with their CV stating their interest and suitability. A letter of no objection certificate from the current employer will be desired from the interested candidates, already employed and looking for an opportunity to work in the Embassy.

5. **Selection Procedure:** Candidates shortlisted will be contacted for further assessment, including a personal interview. In addition, tests may be conducted to assist the selection board in assessing the applicant's qualifications, skills and language ability. Reference verification shall be conducted as a part of the hiring process.

6. **Conditions of Employment (MUST BE MET):** The appointment of the successful candidate will be subject to a reliability check obtained by the Management. To conduct the reliability check, the candidate will have to submit the following documents on being selected by the Mission:

- Police clearance certificate
- Professional and Educational Certificates and mark sheets (i.e., academic transcripts)



**(Raj Kumar)**  
**Head of Chancery**  
**Embassy of India, Ljubljana**