



Embassy of Italy
New Delhi

VACANCY ANNOUNCEMENT FOR A PERMANENT POSITION IN THE EMBASSY OF ITALY
The Ambassador of Italy in New Delhi

Seen the D.P.R. 5.1.1967, n. 18, concerning the Order of Administration of the External Affairs, and successive modifications and integrations, with particular reference to D. Lgs. 7 April 2000, n. 103 which has substituted the Title VI of D.P.R. n. 18/67 relative to the employee with the offices abroad;

Seen the D.M. 16.3.2001, n. 032/655, registered by the "Corte dei Conti" on 27.4.2001 (Reg. 4; Fg. 296), carrying "requirements and modality of appointment of employees on contract with the Diplomatic Missions, Consular offices abroad and the Italian Cultural Centres";

Seen the Ministerial authorization with message MAECI-145040 dtd. 7 December 2020 and the reasoning contained therein;

Seen the message of the Ministry N. 16100 dated 5.2.2021;

Considering the opportunity, due to work exigencies, to reduce to 15 days the time for the presentation of the application for participation as per Art.5 of D.M. N. 655/2001;

ANNOUNCES

The initiation of a process for selection for the appointment of n. 1 contractual employee to work as Driver-Clerk-Receptionist.

1. GENERAL REQUIREMENTS FOR APPLYING

Those who are in possession of the following can apply:

- 1) the applicant should have completed 18 years of age on the date of present Vacancy announcement;

- 2) the applicant should be in good health;
- 3) the applicant should possess the following educational qualification :
elementary education (equivalent to 5th standard pass);
- 4) the applicant should have residency in India since at least the last 2 years;
- 5) the applicant should possess a valid driving license on the date of the driving test for the carrying out of the activities of driver in India;

The above pre-requisites should be possessed at the date of expiry of the last date as laid down by the successive point 2, for the presentation of application, except for:

- the completion of 18 years,
- the possession of driving license.

2. PRESENTING THE APPLICATION

The application for participation to the tests for selection is to be filled in the specific form enclosed with the present Vacancy announcement, within and not after: **12:00 hours of 23rd February 2021;**

Filled application forms, should be sent electronically, signed, scanned and complete with a valid photo identity card to: archivio.ambnewdelhi@esteri.it

In this case, the applications are considered presented within the stipulated time if they are received before the deadline.

In the application the candidates shall declare under their own responsibility:

- a) surname, name, date and place of birth and residence;
- b) address where eventual communications can be sent;
- c) of being in good state of health;
- d) the citizenship/s they possess;
- e) since how long they reside in India;
- f) eventual convictions including those imposed abroad, and also pending cases in Italy or abroad;
- g) their position regarding military obligations (for those subject to military service);
- h) the possession of educational qualifications: at least the level required under the paragraph 3 of previous point 1;
- i) possession of valid driving license for carrying out the activity of driver;

With the objective of obtaining additional points, as per the successive point "6 – Optional test and Evaluation of certificates" the candidates can also declare:

- a. Possession of educational qualification superior to those required, enclosing the copy of certificate/degree;
- b. Previous work experiences in positions similar to those indicated in the present Vacancy announcement (in case of employees already working in the Embassy, the work performed may even be immediately lower than those asked for) enclosing relevant certificates even in copy indicating the reasons for termination of job.

3. EXCLUSION FROM THE SELECTION PROCESS

Excluded from participating from the tests for selection are:

- a) The applications which do not meet all the criteria as laid down under Point 1. General requirements for admission;
- b) Applications not signed;
- c) The applications posted after the date of expiry of the last date of applying, as mentioned under Point 2 of the present notice.

4. TEST FOR SELECTION

The candidates who meet the above mentioned requirements shall have to clear a series of theory-practical tests which involve:

1. Oral interview which will consist of a conversation in English aimed at understanding the knowledge of the language, the professional attitude and personality capable of integrating himself in the place of work; in the course of the said conversation his knowledge of traffic rules will be checked.
2. a driving test.
3. a practical test to evaluate his capacity to filter visitors, functioning of telephone system and post etc.
4. optional test in Italian language.

5. MINIMUM PASSING MARKS

To qualify, the candidates should have obtained an average of 70/100, with marks of not less than 60/100 in each test.

A minimum mark of 70/100 is any way required:

- a) In driving test for drivers.

6. OPTIONAL TEST AND EVALUATION OF CERTIFICATES

For the purpose of making a final list of qualifying candidates, the average marks obtained by each qualifying candidate is added with extra points obtained with the optional test in Italian language, for which a maximum mark of 1/100 shall be assigned.

For the purpose of making a final list of qualifying candidates, the average marks obtained by each qualifying candidate is added with extra points obtained with the a higher educational qualification possessed by the applicant and previous work experiences (if proven by relevant work experience certificate attached, as required under the previous point 2) in the following manner:

- a) for every certificate of qualification superior to the one asked for: 1/100, subject to a maximum of 2/100;
- b) for every year of work experience without negative opinion, on job profile at least equivalent to those laid down by the present Vacancy announcement (or immediately lower job profiles in case of employees already working in the Embassy): points 1/100 up to a maximum of 3/100

7. DOCUMENTATION

The selected candidate will be required to submit the following documents:

- a. birth certificate;
- b. citizenship/s certificate/s possessed;
- c. certificate attesting residency in India for at least 2 years preceding the last date of presentation of application for the current post;
- d. medical certificate of good health;
- e. police clearance certificate;
- f. educational certificate in authenticated copy (foreign educational certificates should be presented with official translation and a declaration of value issued by the competent Italian consular authority)
- g. (*if the candidate selected does not have Indian citizenship*) copy of the residence permit.
- h. authenticated photocopy of a driving license valid for carrying out the activity of driver in India.

With reference to point g), its emphasized that in the absence of such a document, it is not possible to appoint such an applicant.

With reference to the requirement of residence, it's clarified that the document to be presented normally is the Certificate of Residence issued by the competent local authority.

In those countries where there is no authority to issue certificates or untrustworthiness of the certificates issued, as laid down by Art. 6, para 2, of D.M. n. 032/655 of 2001, the winning applicant may request this office to issue a certification which declares the possession of the requirement as per Art. 52 of D. Lgs. 3.2.2011 n. 71.

Italian citizens registered with the (AIRE) List of Italians Residing Abroad, can present a substitutive declaration of registration with AIRE.

The certificate produced by a foreign administration has to be legalized. The certificate given in foreign language has to be furnished with a translation conforming to the original.

The certificate as per points a), b), c), d) should be presented within the deadline of 15 days from the date of request on part of the Office. The rest of the documents shall be presented before the signing of the contract.

It's clarified that Italian citizens and those from the European union in place of certifications as per the previous points a), b), c), e), f) have to present appropriate substitutive declarations to the certifications as per Art. 46 of D.P.R. 28 December 2000, N. 445, limited to the scenarios in which the situation, the personal quality, and the facts are contained in the Italian public registers or those of the European Union, in the latter case, provided our Diplomatic Missions are given the possibility of access for eventual checking.

The moment in which subsequent checks bring out falsehoods in the content of the substitutive declarations, the individual will be subject to penal sanctions as per Art. 76 of the D.P.R. N. 445/2000, terminated immediately from the employment and from every other benefit eventually earned on the basis of the false declaration.

On the basis of elements obtained from the applications received within given time, a list of candidates admitted to the tests shall be prepared, who shall be invited through written communication sent to the candidates at least 10 days prior to the date fixed for the test itself.

For the fulfilment of conditions laid down by the present Vacancy, an appropriate Selection Board shall be constituted.

The preselected candidate cannot in any case begin to serve if not after the placing of seal by the "Ufficio Centrale del Bilancio" on the Ministerial ruling of approval of contract.

8. INFORMATION FOR THE TREATMENT OF PERSONAL DATA

The treatment of personal data aimed at admission to the tests of selection and eventual appointment shall be done on principles of law, correctness and transparency aimed at protecting the rights and fundamental liberties of physical persons;

The following information is herewith provided, to satisfy the above objective:

1. The main data controller is the Italian Ministry of External Affairs and International Cooperation (MAECI) which operates, in the specific situation, through the present Diplomatic Mission/Consular Offices (contacts may be obtained from the internet site of the Mission).
2. For claims and Queries, the concerned person may contact the In charge of the Protection of Personal Data (RPD) of the Ministry of External Affairs and International Cooperation, Piazzale della Farnesina 1, 00135 Rome, tel: 0039 06 36911 (Reception), **mail: rpd@esteri.it, pec: rpd@cert.esteri.it**;
3. The personal data dealt with has the only scope of admission to the test for candidates and the management of the employment relationship with the winner/winners, as laid down by the D.P.R. 18/1967 (Title VI) modified by the D. Lgs. 7th April 2000, n. 103 e by the D.M. 032/655 of 16th March 2001.
4. The furnishing of the said information, which will be registered with MAECI-DGRI-Ufficio VI, in a selected file and digital platform, is legally obligatory. Eventual refusal can result in exclusion from participation, admission subject to conditions, or the impossibility of subsequent appointment to the post;
5. The treatment of data, carried out by specific personnel in charge, will be done both manually and computerized manner;
6. The list of selected candidates will be published on the notice board and web site of this Embassy. The data of the suitable candidates shall be communicated to the Ministry of External Affairs – Ufficio Centrale del Bilancio with MAECI, as per Art. 5 of D.Lgs. 30.6.2011, N. 123. The data of the winners will be communicated to the related offices as per prevailing Italian laws: *M.E.F. – Ufficio Centrale del Bilancio* with MAECI for the authorization of expenses, AGS for the request of opinion, Legal experts for defending against local forums, Ministry of Finance and Economics, Ministry of Labour, Private Insurance firms for obligations under Art. 158 of DPR 18/67, INPS, INAIL, local Provident fund agencies. Local authorities for fulfilment of formalities.
7. For the unsuccessful candidates, in the absence of other legal requirements, the data is deleted in 15 years from the selection process, keeping in mind Art. 317, 157 and 161 of Penal code, while for legal certainty, the data of selected candidates are preserved permanently in their respective personal files as per Art. 68 of DPR 445/2000 and point 5 of Ministry of External Affairs Circular n. 25/1972.

8. The interested person can request for access to his personal data for their rectification, on the conditions laid down by existing norms. Within the limits of law and subject to the bureaucratic formalities, he may also request for a limit on the said dealing or opposition to dealing in his personal data. In such cases, the concerned person has to turn to the Diplomatic/Consular mission to whom the question is addressed informing also the RPD (In charge of Personal Data) of MAECI.
9. If he feels that his rights have been violated, the concerned person can present a claim to the RPD of the MAECI. Alternatively, he can approach the guarantor for the Protection of Personal data (Piazza Monte Citorio 121, 00186 Rome, tel 0039-06-696771 (reception), mail : garante@gdpd.it, pec: protocollo@pec.gdpd.it)

New Delhi, 8th February 2021



Vincenzo de Luca
Ambassador of Italy in India

The present Notice has been fixed on the notice board of this Embassy of Italy, New Delhi on 8th February 2021.



Vincenzo de Luca
Ambassador of Italy in India