

NOTICE FOR SELECTION OF ONE EMPLOYEE

The Ambassador of Italy in New Delhi

SEEN law D.P.R. 5.1.1967, no. 18 concerning the rules of the Administration of Foreign Affairs and subsequent modifications and additions, in particular with reference to the law D. Lgs, 7 April 2000 no. 103, which substituted Title VI of D.P.R. no. 18/67 relating to employees on contract at the offices abroad.

SEEN law D.M. 16.3.2001 no. 032/655 registered at the Court of Accounts on 27.4.2001 (Reg. 4 Fg. 296), relating to “requisites and procedure of appointment of employees on contract at diplomatic representations, consular offices abroad and Italian institutes of culture

SEEN the ministerial authorization vide messages MAECI-165211 21-09-23 and MAECI-168143 26-09-23

DECLARES

A procedure is being held for selecting and appointing 1 employee for the position of driver/messenger/telephone operator.

1. GENERAL REQUIREMENTS FOR ADMISSION

Candidates can take part in the procedure if in possession of the following requirements:

- 1) They are 18 years old on the date of this notice
- 2) They are medically fit
- 3) They are in possession of the following education qualifications: school certificate (Class V) or equivalent
- 4) They are residing in India since at least two years
- 5) They are in possession of a driving licence valid for India on the date of performing of the driving test.

The above requirements should be met by November 20, 2023, except for the 18 years of age and the possession of the driving licence.

2. PRESENTATION OF APPLICATIONS

Applications for participation in the procedure, made as per the sample which is available with the Embassy or which can be downloaded from its official website, have to be submitted **within and not later than 11.59 PM of November 20, 2023.**

Applications may be sent electronically, signed, scanned and accompanied by a copy of a valid identity document, to the following e-mail address: ambasciata.newdelhi@esteri.it (subject: 'contract employee recruitment').

In the application, the applicant must declare, under his/her own responsibility:

- a) Name, surname, date and place of birth and residence
- b) The mailing address where they want to receive all communications
- c) To be medically fit
- d) The citizenship or citizenships they possess
- e) Since when they have resided in India
- f) Any criminal record or pending criminal cases against them in India and abroad
- g) Their position of their military service (for application from country with compulsory military service)
- h) In the possession of School Leaving Certificate or equivalent as indicated in para 3 no. 1
- i) The possession of a driving licence valid for India.

In order to obtain extra points as for art. no. 6. The applicant can further declare:

- j) the intention to take optional oral Italian language test
- k) possession of educational qualifications above the required one, enclosing copies of the certificates
- l) previous working experience in the same position as specified in this notice enclosing certificates- even in copy – and giving the reason for leaving.

3. EXCLUSION FROM THE PROCEDURE OF SELECTION

The reasons for exclusion from the procedure are:

- a) Applications which do not show possession of all the requirements specified in the above no. 1 “General requirements for admission”
- b) Applications without signature
- c) Applications sent after the deadline established in art. no. 2 of this notice

4. TESTS

The applicants who have the above requisites will UNDERGO THE BELOW theoretical-practical tests:

- a) An Oral interview composed of **a)** a conversation in English aimed at ascertaining the knowledge of the language, the professional attitude of the candidate and his/her integration in the local environment; **b)** a conversation in Hindi, aimed at ascertaining his/her knowledge of the language (during this conversation, the candidate knowledge of the local traffic rules will be judged)
- b) A driving test

- c) A practical test of guidance to visitors, use of the telephone system, allotment of the correspondence.

5. MINIMUM POINTS FOR SUITABILITY

In order to be considered suitable, the candidates have to obtain an average score of at least 70/100, with no less than 70/100 points in the driving test and no less than 60/100 for the remaining tests.

6. OPTIONAL LANGUAGE TEST AND EVALUATION OF CERTIFICATES

The candidate may request to take an optional oral Italian language test. The test will consist of a conversation in order to assess knowledge of the language.

For the optional test, a maximum point of 1/100 can be given, to be added to the average points obtained in the other tests, for the purpose of drawing up the final score and rank.

In order to draw up the final score and ranking of the suitable candidates, extra points will be added to the average points obtained by each of the candidate for educational qualifications above those required for the post and for earlier working experience (provided documented proof is attached to the application as specified in no. 2), for a maximum of:

- a) for every grade of education qualification above the one required for the interview: 1/100 points up to a maximum of 2/100 points.
- b) for every year of working experience, with no demerit, in a position which is at least equivalent to that of this post, 1/100 points up to a maximum of 3/100 points.

7. DOCUMENTS

The selected candidate will have to submit the following documents:

- a) Birth certificate
- b) Citizenship certificate
- c) Residence certificate issued by the competent local authorities declaring residence in India for at least two years
- d) Certificate of medical fitness
- e) Police clearance certificate
- f) Educational certificates, in true copy, (non-Italian education certificates should have a translation and a declaration of value issued by the competent Italian authorities)
- g) (*Only for non-Indian candidates*) Copy of the resident permit for India
- h) Attested copy of the driving licence valid for India.

Any certificate which is not in Italian has to be translated and apostilled.

Certificates a), b), c), d) have to be submitted within 15 days from the date of request by this office. The other documents have to be submitted before the signature of the work contract.

Please note the citizens of Italy and of European Union, instead of certificates a), b), c) e), f) can submit the prescribed substitute declaration as per art. 46 of the law D.P.R. 28 December 2000, no. 445, only in respect of their status, particulars and facts which have been registered in the official registers of Italy and the E.U. and in the latter case, only if Italian diplomatic missions have access for checking the data.

If subsequent checks show that the contents of the substitute declarations are untrue, the concerned will be subjected to criminal charges, as per art. 76 of the abovementioned law D.P.R. no. 445/2000, will be dismissed immediately from service and from any other benefit given on the basis of untrue declaration.

Based on the information acquired from the applications received in time, a list of the acceptable candidates will be drawn up and they will be called by letter, at least 10 days before the date fixed for the tests.

A special Judging Commission will be formed to decide the fulfilment of the requirements of this Notice by the applicants.

The chosen candidates cannot, in any case, commence service until permission is given by the relevant Italian authorities.