NOTICE OF CONTRACTUAL EMPLOYEE RECRUITMENT

Courtesy translation: in case of discrepancy between the **Italian** language original **text** and the English language **translation, the Italian text shall prevai**

The Consul General in Mumbai;

CONSIDERING the Presidential Decree of 5 January 1967, no. 18, concerning the Organization of the Ministry of Foreign Affairs, and subsequent amendments and integrations, with particular reference to Legislative Decree of 7 April 2000, no. 103, which replaced Title VI of Presidential Decree no. 18/67 regarding contractual employees at Foreign Offices; CONSIDERING the Ministerial Decree of 16 March 2001, no. 032/655, registered by the Court of Auditors on 27 April 2001 (Reg. 4; Fg. 296), concerning "requirements and procedures for the recruitment of contractual employees at Diplomatic Representations, Consular Offices abroad, and Italian Cultural Institutes"; CONSIDERING the ministerial authorization contained in the MAECI-135850 message of 23/09/2024 and the reasons therein;

ANNOUNCES

A selection procedure is launched for the recruitment of 3 contractual employees to be assigned to administrative assistant services.

1. GENERAL ADMISSION REQUIREMENTS

Candidates meeting the following requirements are eligible to participate in the selection process:

1. They must have reached the age of 18 by the date of this notice;
2. They must be in good health;
3. They must possess the following educational qualification: secondary education diploma or equivalent;
4. They must have resided in India for at least two years.

The required qualifications must be held by the application deadline specified in point 2, with the exception of:

- The age requirement of 18 years.

2. SUBMISSION OF APPLICATIONS

Applications for participation in the recruitment selection process, to be drafted using the model available at the Consulate General, must be submitted no later than 11:59 p.m. on 23 November 2024. Applications may be submitted electronically, signed, scanned, and accompanied by a copy of a valid ID document, to the following email address: consulgeneralmumbai@esteri.it. Alternatively, applications, signed and accompanied by a copy of a valid ID document, may be submitted in free form to: Consulate General of Italy in Mumbai
Kanchanjunga, Ground Floor

72 G. Deshmukh Marg
Mumbai, 400 026

In this case, applications will be considered timely if sent by the submission deadline. The postal stamp date will serve as proof of timely submission. In the application, candidates will declare under their own responsibility: a) Surname, first name, date, place of birth, and residence; b) Contact address for any communications; c) To be in good physical health; d) Citizenship or citizenships held; e) Length of residence in the country; f) Any criminal convictions, including those imposed abroad, as well as any pending criminal proceedings in Italy and abroad; g) Compliance with military service obligations (for candidates subject to military conscription); h) Possession of a qualification at least equivalent to the one indicated in point 3 of the previous section.

For the purposes of awarding additional points under section "6-Evaluation of Qualifications," candidates may also declare: i) Possession of qualifications higher than those required, attaching appropriate certification, even in copy form; j) Previous work experience with equivalent responsibilities to those in this notice (for employees already in service, the duties performed may be immediately lower than those required), attaching appropriate certification—even in copy form—and indicating the reasons for termination; k) Possession of certificates attesting to knowledge of the Italian language.

3. EXCLUSION FROM SELECTION PROCEDURES

The following will result in exclusion from the selection process: a) Applications that do not demonstrate possession of all the requirements listed in the previous section "1. General Admission Requirements"; b) Applications lacking an autograph signature; c) Applications submitted or sent after the deadline specified in point 2 of this notice.

4. EXAMINATIONS

Candidates meeting the above requirements will undergo the following theoretical-practical tests, consisting of:

1. A written translation, without the use of a dictionary, of an office text from Hindi to English, for which candidates will have one hour. The test aims not only to assess language skills but also writing abilities and logical reasoning;
2. An interview consisting of a conversation in English to assess excellent knowledge of the language, the professional skills of candidates, and their integration into the local environment. During the interview, candidates' knowledge of the activities carried out by diplomatic-consular offices abroad will be verified;
3. A practical test on the use of a personal computer for office tasks, including tests related to the entire MS Office suite and the use of social media;
4. A predominantly practical test on secretarial work, file management, and accounting assistance;
5. A predominantly practical test on consular assistance or tasks related to the visa office.

5. OPTIONAL TEST

Candidates may take:

1. An optional test consisting of drafting a brief work email in Italian;
2. An optional oral Italian test aimed at assessing language skills in that language.

6. MINIMUM PASSING SCORE

To qualify, candidates must achieve an average score of at least 70/100, with individual test scores not lower than 60/100.

8. EVALUATION OF QUALIFICATIONS

For the purpose of forming the final ranking of qualified candidates, additional points will be awarded for qualifications higher than those required and for previous work experience (provided that documentation is attached to the application, as indicated in point 2), within the following limits: a) For each qualification higher than the required one: 1/100 point, up to a maximum of 2/100 points; b) For each year of service performed without fault, with duties at least equivalent to those provided in this notice (or immediately lower in the case of employees already in service): 1/100 point, up to a maximum of 3/100 points; c) For the optional tests, a maximum of 1/100 point may be awarded per test.

9. WINNERS' ANNOUNCEMENT

The first three qualified candidates in the ranking will be declared winners of the selection process.

10. DOCUMENTATION

The selected candidate must submit the following certification: a) Birth certificate; b) Certificate(s) of citizenship(s) held; c) Certificate attesting to residence in India for the two years preceding the application deadline; d) Certificate of good physical health; e) Criminal record certificate issued by local authorities; f) Certified copies of educational qualifications (foreign qualifications must be accompanied by an official translation and a declaration of value issued by the competent Italian consular authority); g) (For candidates of citizenship other than that of the service country) Copy of the residence permit.

Regarding point g), it is emphasized that without such documentation, it will not be possible to proceed with the candidate's hiring. Regarding the residence requirement, the certificate to be presented is typically the residence certificate issued by the competent local authorities. In countries where there is no designated authority or where the reliability of documents issued by the local authority is questionable, as provided in Article 6, paragraph 2, of Ministerial Decree no. 032/655 of 2001, the selected candidate may request a substitute certificate from this Office stating possession of the requirement, pursuant to Article 52 of Legislative Decree no. 71 of 3 February 2011. Italian citizens regularly registered with the Registry of Italians Resident Abroad (AIRE) may submit a substitute declaration certifying their AIRE registration. Documentation produced by a foreign administration must be legalized. Documentation in a foreign language must be accompanied by a translation certified as accurate to the original. Certificates a), b), c), and d) must be submitted within 15 days from the Office's request. The remaining documentation must be submitted before the contract is signed. It should be noted that Italian and European Union citizens may submit substitute declarations of certification, as per Article 46 of Presidential Decree no. 445 of 28 December 2000, in lieu of certificates a), b), c), e), and f), provided that the states, personal qualities,

and facts are recorded in public registers in Italy or the European Union, and, in the latter case, provided our Representations have access for verification purposes. If subsequent checks reveal that the content of substitute declarations is false, the individual will face the penalties provided for in Article 76 of the aforementioned Presidential Decree no. 445/2000, immediately forfeiting the employment and any benefits obtained based on the false declaration. Based on the information provided in timely applications, a list of candidates admitted to the tests will be drawn up, and they will be notified in writing at least 10 days before the test dates. A specific Selection Committee will be established for the tasks outlined in this notice. The selected candidate will not be able to start work until the visa has been approved by the Central Budget Office on the ministerial approval of the contract.

11. DATA PROTECTION INFORMATION

The processing of personal data for the purposes of admission to the exam and potential employment will be carried out in compliance with the principles of lawfulness, fairness, and transparency, safeguarding the rights and fundamental freedoms of individuals. For this purpose, the following information is provided:

1. The data controller is the Ministry of Foreign Affairs and International Cooperation of the Italian Republic (MAECI), which acts, in this specific case, through the current Diplomatic/Consular Representation (contact details available on the office's website);
2. For questions or complaints, individuals may contact the Data Protection Officer (DPO) of the MAECI (Ministry of Foreign Affairs and International Cooperation, Piazzale della Farnesina 1, 00135 ROME, phone: +39 06 36911 (switchboard), email: rpd@esteri.it