



Consolato Generale d'Italia  
KOLKATA

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Unofficial translation

## **NOTICE FOR APPOINTMENT OF EMPLOYEE ON CONTRACT**

The Consul General of Italy in Kolkata

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 message MAE-DGRI-Ufficio II 0070207 dated 26.03.2014

SEEN the ministerial instructions in message MAE-DGRI-Ufficio VII 0073051 dated 28.03.2014

### **DECLARES**

An interview is being held for selecting and appointing 1 employee on contract for the position of driver/messenger/telephone operator.

### **1. GENERAL REQUIREMENTS FOR ADMISSION**

Candidates can take part in the interview if in possession of the following:

- 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 have resided in India for at least two years
- 5) if, at the time of the driving test interview, they are in possession of a driving licence valid for India..

The above requisites should be in their possession by the date specified below at no. 2. and are to be presented with their application, except for

- the birth certificate
- the driving licence.

### **2. PRESENTATION OF APPLICATIONS**

Applications for participation in the interview for the appointment, made as per the sample which is available with the Consulate General or which can be downloaded from the website [www.conscalcutta.esteri.it](http://www.conscalcutta.esteri.it), have to be submitted **within and not later than 12 midnight of 20.06.201**, on plain paper addressed to:

Consolato Generale d'Italia in Kolkata  
3, Raja Santosh Road  
Alipore  
Kolkata 700027

The applications will be considered as submitted within the deadline if they have been posted by that date, in which case, the proof will be the date on the postal stamp.

In the application, the applicants must declare, under their 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 applicants from country with compulsory military service)
- h) 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 for no. 6 "Evaluation of educational certificate", the applicants can further declare:

- j) their possession of educational qualifications above the required one, enclosing copies of the certificates
- k) 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 interview-test are::

- a) applications which do not show possession of all the requirements specified in the above no. 1 "General requirement for admission"
- b) applications without signature
- c) applications submitted or sent after the deadline established in no. 2 of this notice.

### **4. INTERVIEW**

The applicants who have the above requisites will be interviewed with a series of theoretical-practical tests consisting of:

1. An oral interview of a) conversation in English, aimed at judging the knowledge of the language, the professional attitude of the candidates and their integration in the local environment; b) conversation in Bengali, aimed at ascertaining their knowledge of the language (during this conversation, the candidates knowledge of the local traffic rules will be judged)
2. a driving test
3. a practical test of guidance to visitors, the telephone system, allotment of the correspondence

4. an optional test of conversation in Italian.

#### **5. MINIMUM POINTS FOR SUITABILITY**

In order to be considered suitable, the candidates have to obtain an average of at least 70/100, with points of not less than 60/100 for each test.

Minimum points of 70/100 is mandatory for the driving test.

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

#### **6. EVALUATION OF CERTIFICATES**

In order to draw up the final ranking of the suitable candidates, extra points will be added to the average points obtained by each of the candidates 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 (Italian citizens can alternatively submit the substitute declaration of AIRE registration)
- d) certificate of medical fitness
- e) police clearance certificate (for non-Indian citizens, a police clearance certificate is required from the local authorities and from the country of nationality)
- 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 residential permit for India
- h) true copy of the driving licence valid for India.

Any certificate which is not in Italian has to be translated and legalized (Apostille).

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 that citizens of Italy and of the European Union, instead of certificates a), b), c), e), f) can submit the prescribed substitute declarations 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 subject to criminal charges, as per art. 76 of the abovementioned law D.P.R. no. 445/2000, and will be dismissed immediately from service and from any other benefit given on the basis of the untrue declaration.

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

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

The chosen candidate cannot, in any case, commence service until permission is given by our Central Finance Office of ministerial approval of the work contract.

Date, 22 May 2014



*Cesare Bieller*  
Cesare Bieller  
Consul General of Italy

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**THIS NOTICE HAS BEEN AFFIXED ON THE NOTICE BOARD OF THIS  
CONSULATE GENERAL OF ITALY ON 22 MAY 2014.**



*Cesare Bieller*  
Cesare Bieller  
Consul General of Italy