Embassy of India
Baku
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JOB VACANCY

Applications are invited for a vacancy of **Receptionist-cum-Interpreter-cum-Social Secretary** in the Embassy of India, Baku.

Qualification and experience

- A bachelor's degree or equivalent qualification, from a government recognised educational institution.
- Proficiency in English and Azerbaijani languages, communication skills, computer operations, including Word, Excel, Power Point, etc.
- Adequate knowledge and understanding of Social Media platforms.
- Organizational skills for planning promotional events.
- Preference will be given to candidates having higher educational qualifications and/or prior work experience.

Soft Skills

- Dedication and flexibility.
- Analytical and structured way of working with proactive approach.
- Ability to multi-task, work under pressure and handle occasional increased workload.

Age

- Below 30 Years

Main Duties and Responsibilities

- Undertaking high quality interpretations and translations for the Embassy
- Accompany and interpret for Embassy officials and visitors, including high-level Government officials
- Translate news articles from Azerbaijani Media (Press & TV etc) in English on daily basis and prepare daily news digests
- Draft, proofread, and translate official correspondence, invitations, notes verbales, and other diplomatic communications.

- Maintain records, databases, contact directories, and filing systems related to Embassy activities.
- Assist in organizing National Day receptions, cultural events, seminars, exhibitions, and official functions.
- Liaise with local authorities, diplomatic missions, international organizations, and service providers on administrative and protocol matters
- Support consular, commercial, cultural, and administrative sections of the Embassy as required.
- Assist in promoting Indian trade, business, and investment interests in Azerbaijan.
- Maintain and develop contacts with local business organizations, chambers of commerce, and government agencies.
- Conduct market research and analyse trade opportunities between India and Azerbaijan.
- Prepare reports, presentations, and briefing materials on commercial and economic developments.
- Respond to inquiries from businesses and provide relevant trade-related information.
- Protocol duties with visiting delegations
- Any other duties assigned from time to time

Physical and Mental Health

- The candidate should be in good mental and physical health. The selected candidate would be required to submit a medical fitness certificate.

Working hours

- In general, 0900 hrs. - 1730 hrs. on week days with lunch break for half-an hour.
- In exigencies of work, an employee may be required to work beyond office hours, odd hours or on holidays, depending upon official requirements.

Emoluments

- Monthly pay of US$ 1,200 in the pay-scale of US$ 1200-36-1750-52-2260-68-2950.

(Annual pay increment would be admissible subject to satisfactory service during the preceding period of 12 months.)

Employment Contract

- The initial probation period would be for 06 months, which may be extended depending upon the performance assessment by the Embassy of India, Baku.
- After successful completion of probation period, the 'Employment Contract' would be extended.

How to apply

- Please send your application (in English language only), in the enclosed prescribed format (**Annexure-A**), along with scanned copies of required documents (CVs etc) to **accounts.baku@mea.gov.in** (by E-mail).
- Only short-listed candidates will be called for selection process – written test and interview at the Embassy premises.

Last date for receiving applications

- 29 November 2026

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Annexure-A

APPLICATION FORM FOR THE POST OF Receptionist-cum-Interpreter-cum-Social Secretary

1	Full Name:	
2	Mobile No.:	
3	E-mail:	
4	Current Residential Address:	
5	Gender:	
6	Date of Birth:	
7	Nationality:	
8	Previous Nationality, if any:	
9	Marital Status:	
10	Spouse / Family Details:	
11	Passport No. / Identity Card No.*:	
12	Educational qualification (Highest)*:	

13 Proficiency in languages: Please tick the appropriate box in the table below:

Language	Not known	Basic	Intermediate	Fluent
English				
Azerbaijani				
Any other (Pls specify)				

14 Previous employment, if any :

Name and address of the employer	Nature of duties/work handled	Period	
		From	Upto

15 Any other relevant information that candidate intends to provide:

**Please attach copies of following documents with this form:*
(i) Copy of Passport/Identity Card, (ii) Copy of certificate of highest educational qualification

I hereby certify that the information given above is correct to the best of my knowledge and belief. I am fully aware that if any information given above is found incorrect or any information is suppressed or concealed subsequently, my candidature or services will liable to be cancelled on this ground without any notice.

I acknowledge that mere submission of application to Embassy of India, Baku does not extend any right to a job, and the evaluation of prospective candidates is solely the discretion of Embassy of India, Baku.

I hereby agree that Embassy of India, Baku reserves the right to appoint any candidate or cancel the process of evaluation of candidates for the applied post, without assigning any reasons thereof.

Date:
Place: **Signature of the candidate**