



सत्यमेव जयते

**EMBASSY OF INDIA  
BRUSSELS**

---

**JOB OPPORTUNITY**

---

The Embassy of India in Brussels is looking for :

**Translator-Interpreter**

**Job Description :** The Translator-Interpreter will be expected to daily review/translate news clippings, letters/e-mails and other documents from French/Flemish to English and vice versa and render all other kinds of assistance in the smooth functioning of the Embassy including but not limited to liaising with various offices/organizations, making and attending to telephone calls, coordinating with various branches of local public offices etc.

**Qualification and experience:**

The candidate must have:

- (i) Master's degree
- (ii) Requisite qualification in translation from French & Flemish to English and vice versa
- (iii) Sound knowledge of computers – Designing, MS Word, MS Excel, MS Powerpoint, E-mail etc.
- (iv) Previous experience of translation in any organisation.

**Local Work Permit and Resident Visa:** Only candidates having local work-permit/resident visa etc., in compliance with local rules and regulations to work in foreign diplomatic missions will be eligible for consideration.

**How to apply:** Please send your your curriculum vitae in English language alongwith application in the attached proforma only (in English language only) along with required documents as mentioned in the proforma to the attention of Mr. Vipra Pandey, Head of Chancery, Embassy of India, 217 Chaussee de Vleurgat, 1050-Brussels (by Post) or to [ga.brussels@mea.gov.in](mailto:ga.brussels@mea.gov.in) (by E-mail). Only selected candidates will be called for interview.

**Contract:** The successful applicant will be employed for an initial period of 3 months which may be renewed further for a mutually agreeable period or he/she may be considered for regular appointment depending upon satisfactory performance.

**Salary :** The Embassy of India, Brussels follows Belgian salary system (CP 200). The gross salary would be in the range of Euro 1900-2700. The net take home salary, however, would depend on age, size of family, contribution towards social security and tax.

**Last date of receipt of applications : 21<sup>st</sup> August, 2022.**

**(Vipra Pandey)**  
Head of Chancery  
01<sup>st</sup> August, 2022

**APPLICATION FORM FOR THE POST OF TRANSLATOR-INTERPRETER**

1. Full Name :																					
2. Mobile No. :																					
3. E-mail :																					
4. Current Residential Address :																					
5. Gender :																					
6. Age :																					
7. Nationality :																					
8. *Passport No. / Belgian Identity Card No. :																					
9. *If not the citizen of EU, Belgian Work Permit No. and its validity:																					
10. *Educational qualification (Highest) :																					
11. *Qualification in translation / interpretation :																					
12. *Previous employment, if any :																					
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th rowspan="2" style="width: 35%;">Name and address of the employer</th><th rowspan="2" style="width: 35%;">Nature of duties/work handled</th><th colspan="2" style="width: 30%;">Period</th></tr><tr><th style="width: 15%;">From</th><th style="width: 15%;">Upto</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr></tbody></table>				Name and address of the employer	Nature of duties/work handled	Period		From	Upto												
Name and address of the employer	Nature of duties/work handled	Period																			
		From	Upto																		
13. Any other relevant information that candidate intends to provide:																					

**\*Please attach copies of following documents with this form:**

- (i) Copy of Passport/Belgian Identity Card**
- (ii) Copy of Belgian Work Permit, if not EU citizen**
- (iii) Copy of certificate of highest educational qualification**
- (iv) Certificate of requisite qualification in translation / interpretation of French / Flemish to English and vice versa**
- (v) Copy of work experience as Translator-Interpreter**

**14. 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.**

**Date:**

**Place:**

**Signature of the candidate**