

No. Ath/Adm/576/03/2023

Embassy of India

Athens

October 10, 2023

Employment Notice

Embassy of India, Athens invites applications for one local post of Gardener.

General Terms & Condition

1.	Educational Qualification:	1. Passed in senior high school or equivalent 2. Preference would be given to those who have educational certificate in gardening/horticulture or related fields
2.	Nature of Job	1. Lawn mowing and pruning of hedges/trees etc 2. Tending of flower beds 3. Cutting of trees and branches 4. Manuring and fertilizers spraying 5. Spraying of insecticides/pesticides 6. Replacing of unhealthy and dead flowers/petals/plants 7. Regular watering and removal of useless weeds, wastes etc 8. Any other gardening related works 9. Any other work assigned by the Embassy
3.	Salary	Basic Pay: €756.07 per month, plus Admissible allowances as defined under applicable law. The salary is non-negotiable.
4.	Age	Maximum 40 years as on the last date of application.
5.	Nationality	Persons of all nationalities are eligible to apply provided they possess valid permits authorizing them right to residence and work in Greece.
6.	Past Job Experience	At least 2-3 years experience as gardener (consecutive). Proof of experience to be provided at the time of interview
7.	Mental & Physical Health	Candidate should be in good mental & physical health. He/She will be required to submit a medical fitness certificate before appointment.
8.	Working Hours	0820-1530 hrs (6 days a week). Selected candidate should be willing to work beyond prescribed office hours and on weekends/holidays, as and when need arises.
9.	Contract	The successful applicant will be employed for an initial period of 6 months after which he/ she may be considered for a 2 years period contract depending upon satisfactory performance.
13	Selection procedure	On the basis of Interview

Interested candidates may apply for the above position in the format given in Annexure-I of this notice and send the duly filled in application along with photograph and CV to hoc.athens@mea.gov.in. Application in any other format or means will not be entertained.

All the criteria of eligibility prescribed above must be supported by appropriate certificates/ documents and will be required to be presented in original in the Embassy at the time of interview and before appointment along with Police Verification.

In the event of any information furnished by a candidate being found false or incorrect at any stage or not satisfying the eligibility conditions as mentioned in this advertisement, her/ his candidature/appointment is liable to be cancelled/terminated. Mere submission of application by the applicant shall not give them the right to be called for selection process. The Embassy of India reserves the right to modify the advertisement or part of it, at any stage, if considered necessary.

The last date of submission of application is October 25, 2023. The interview will be held on 26.10.2023 at 1100 hrs at Embassy of India, 3 Kleanthous Street, Athens 10674.

Embassy of India
Athens

Employment Notice No. Ath/Adm/576/06/2023

Form of Application for the Post of Gardener

1	Post applied for	Gardener			
2	Name of the applicant (In CAPITAL)				
3	National ID No.				
4	Father's Name				
5	Mother's Name				
6	Date of Birth				
7	Gender				
8	Nationality				
9	Passport No.				
10	Religion				
	Marital Status				
	Educational Qualification				
11	Postal Address				
14	Mobile No				
15	Email ID				
16	Knowledge of Greek/English (Y/N)				
17	Previous Job Experience	Nature of Job	Name of the Employer	Monthly Salary	Period of service rendered
	1				
	2				
	3				
	4				
18	List of Documents in support	a.			

of prescribed qualification (Do not attach any, will be verified upon final selection)	b.
	c.
	d.
	e.
	f.

Declaration

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief, I understand that in the event of any information being found suppressed, false or incorrect or ineligibility being declared before or after examination my candidature appointment is liable to be cancelled.

Place :

Date :

Paste passport size photograph

Signature