



*Consolato d'Italia
Karachi*

VACANCY AT THE CONSULATE OF ITALY IN KARACHI
ABSTRACT OF THE OFFICIAL ANNOUNCEMENT IN ITALIAN LANGUAGE
REQUIREMENTS AND PROCEDURES FOR APPLICANTS

As directed by the Italian Ministry of Foreign Affairs, the Consulate of Italy in Karachi offers 2 (two) position for employment on contract basis as Office and Consular Assistant.

REQUIREMENTS FOR APPLICANTS

Candidates who intend to take part in the competition must satisfy the following requirements:

- 1) They shall be at least of 18 years of age as of the date in which this announcement is being published;
- 2) They must enjoy good health and a good physical constitution;
- 3) They must have attained at least 8 years of education;
- 4) They must have been residing in Pakistan during the last two years minimum;

Requisites Nos. 2), 3) and 4) must be possessed as of a date not later than applications deadline (see below).

HOW TO APPLY

Application forms may either be downloaded from this web site. Please use only the application form being provided on the web site.

The application form must be filled in clearly and completely, signed, copy of valid identity document and mailed back to the following address:

karachi.concorso@esteri.it

Applications must reach this Consulate within 30 days from the date of publication of this announcement, precisely within midnight of March 15th, 2018 (arrival will be considered as proof).

In the application each candidate must specify:

- 1) His/Her Name, Surname, Place and Date of Birth, a valid e-mail address for receiving information or notices by the Consulate;
- 2) That He/She enjoys good health and a good physical constitution;
- 3) Citizenship/s possessed;
- 4) How long He/She has been residing in Pakistan for;
- 5) Whether He/She has ever been or is currently under trial, or whether He/She has committed and criminal offence in Italy, Pakistan or elsewhere;
- 6) Whether He/She has undergone military service;

- 7) School certificate/s being possessed (copy/copies to be attached to the application, please);
- 8) Previous working experience (if any) in the same line of work;
- 9) If He/She has previously been dismissed from any job position and the reason thereof.

APPLICATIONS TO BE REJECTED:

The following applications shall be rejected without any right of appeal:

- Applications that arrives after the closing date.
- Applications that have not been signed.
- Applicants who do not fulfill the above nine requirements.

TESTS

All candidates who have submitted a valid application shall be intimated to participate in a series of oral, written and practical tests, namely:

- 1) A written translation, without the use of a dictionary, of an office text from English into Urdu, for which candidates shall avail of 1 (hour) time limit;
- 2) A conversation consisting of:
 - a) A conversation in English language intended to verify the optimum knowledge of the said language as well as the professional capabilities of candidates and their effective integration in the local environment. During such conversation candidates shall be expected to have a general knowledge about scope and activities of a Diplomatic-Consular mission. It is advised to study the following link:
<http://www.esteri.it/MAE/en/servizi/italiani-all-estero> (click ENGLISH)
 - b) A conversation in Urdu language intended to verify the fluent knowledge of the latter, during which candidates will be asked to carry out an oral translation, without the use of a dictionary, of a short office text from the said language into English;
- 3) A practical test of using a personal computer in typical office work;
- 4) A practical test of consular work.

Optional Italian test

- 5) In order to attain additional marks, candidates shall have the option of undergoing an oral Italian language test consisting of a conversation intended to verify the knowledge of the said language.

EVALUATION

Each test carries a minimum of 60/100 marks, whereas the aggregate overall marks to be considered fit for the job requires a minimum of 70/100 marks.

Candidates that fail any of the individual tests (less than 60/100 marks) or fall below the 70/100 marks in the aggregate will be declared "unfit".

Candidates that pass the minimum individual mark of 60/100 in each of the tests and consolidate an overall aggregate average of 70/100 marks, will be declared "fit for the job".

The latter candidates may be entitled to extra points depending on whether they passed the optional Italian language test and /or on whether they possess an

academic certificate higher than the one required for the candidature, and /or can provide documented evidence of a previous working experience (without demerit) in the same line of work (office assistant). These extra marks will be assigned as follows:

- a) for each academic certificate above the one required for the application: mark 1/100 up to a maximum of 2/100 extra marks.
- b) for each year of previous service carried out without demerit in the same line of work: mark 1/100 up to a maximum of 3/100 extra marks.
- c) for candidates that have passed the optional Italian language test with a minimum 60/100 marks: 1/100 extra marks.

The one candidate among "fit" candidates having achieved the highest overall average marks, will be declared the winning candidate.

DOCUMENTS TO BE PROVIDED BY THE WINNER CANDIDATE

The winning candidate shall provide the Consulate with the following certificates in original:

- a) Birth certificate;
- b) Citizenship certificate/s;
- c) Certificate of residence in Pakistan (or the appropriate visa in case of foreign nationals);
- d) Medical certificate;
- e) Police character certificate;
- f) Family registration;
- g) Attested copy of final school certificates (Third Country certificates must be supplied with an official translation and a declaration of value issued by the relevant Italian Consular authority);

The above mentioned certificates must be provided to the Consulate within 15 days from the official request by the Consulate and must be duly attested.

In case of false declarations or fake documentation the winner candidate will be automatically excluded or dismissed from service if already enrolled, and shall be criminally prosecuted.

EXAMS SCHEDULE

Based upon the number of valid applications received, a list will be published of such valid candidates, who shall be individually informed in writing about the date, time and venue to undergo the exams. The exam schedule will be published on the website: www.conskarachi.esteri.it



The Consul

Anna Ruffino

15.02.2018.