



VACANCY ANNOUNCEMENT

The Embassy of India invites applications for the Post of full time COMMERCIAL/ MARKETING ASSISTANT from the individuals fulfilling the following qualifications:-

1. Minimum Bachelor Degree in Commerce/ Economic/ Business Administration and . Master Degree is desirable
2. Proficiency in English and Mongolian languages (both oral and written) with excellent translation and interpretation skills.
3. Very good knowledge of computers and familiarity with the use of social media like facebook, twitter etc.
4. Minimum Age -21 years as on date.
5. Working experience in marketing and capacity to prepare commercial reports desirable.
6. Working experience, preferably in diplomatic organisations including Embassies/Multilateral organisation.
7. Educational and/or work experience in India or in any English speaking country will be additional advantage.

Only short listed candidates will be called for Test and Interview.

Application along with CV may be e-mailed to admn.ulaan@mea.gov.in latest by 24 September 2018 (Monday) by 1700 hrs.

NOTE: EMBASSY OF INDIA, ULAANBAATAR RESERVES THE RIGHT TO REJECT ANY APPLICATION WITHOUT PROVIDING ANY REASON.