

Embassy of India
Baku

JOB VACANCY

Applications are invited for a vacancy of Commercial/Marketing Assistant in the Embassy of India, Baku.

Qualification and experience

- ☛ A bachelor's degree or equivalent qualification, preferably in Economics, Commerce or Business & Marketing 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

- ☛ Conduct market research and analyse trade opportunities between India and Azerbaijan.
- ☛ 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.
- ☛ Support in organizing trade fairs, business meetings, and networking events.
- ☛ Prepare reports, presentations, and briefing materials on commercial and economic developments.
- ☛ Respond to inquiries from businesses and provide relevant trade-related information.
- ☛ Manage official communication with local and Indian businesses, government agencies, and trade organizations.
- ☛ Assist in marketing and public outreach efforts, including digital and social media campaigns.
- ☛ 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 for a period not extending three years from the date of initial appointment.

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 to hoc.baku@mea.gov.in and 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

- ☛ 25 March 2025
