

No. Ath/Adm/576/07/2023
Embassy of India
Athens

May 23, 2024

Employment Notice

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

General Terms & Condition

1	Educational Qualification:	Bachelor's degree in any discipline.
2	Nature of Job:	Preparation of commercial reports and powerpoint presentations, analysis of bilateral trade, conducting market research, analyse data to identify potential sectors for improvement in bilateral trade, handling communications, organising meetings and travel arrangements of incoming/outgoing trade delegation, etc.
3.	Age	Maximum 35 years as on the last date of application.
4.	Nationality	Greek Nationals or other nationals with valid work permit.
5.	Knowledge of English	Knowledge of English & Greek (Writing/speaking) is mandatory.
6.	Job Experience	Job experience has not been prescribed as mandatory qualification, though it will be deciding factor in case experienced candidate applies for the position.
7.	Knowledge of PC Operation	Knowledge of PC Operation (General hardware setup, Office software, email operation & operation of social media) is mandatory.

Interested candidates may apply for the above position only in the format given in Annexure-I. The duly filled in application may be sent to admn.athens@mea.gov.in along with Passport size photograph.

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.

The selection will be based on interview of the shortlisted candidates, proficiency of knowledge of English/Greek, knowledge and proficiency in operation of computer.

The last date of submission of application is June 28, 2024.

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Form of Application for the Post of Commercial Assistant

1	Post applied for	Commercial Assistant		
2	Name of the applicant (In CAPITAL)			
3	National ID No.			
4	Date of Birth			
5	Gender			
6	Nationality			
7	Educational Qualification			
8	Postal Address			
9	Mobile No			
12	Email ID			
13	Knowledge of English (Y/N)			
14	Knowledge of Operation of PC			
15	Previous Job Experience	Nature of Job	Name of the Employer	Period of service rendered
	1			
	2			
	3			
	4			
16	List of Documents in support of prescribed qualification (Do not attach any, will be verified upon final selection)	a.		
		b.		
		c.		
		d.		
		e.		

		f.
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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 :

Signature