



सत्यमेव जयते

**EMBASSY OF INDIA
BRUSSELS**

JOB OPPORTUNITY

The Embassy of India in Brussels is looking for :

JUNIOR ASSISTANT

Job Description : The Junior Assistant will be expected to render all kinds of assistance in liaisoning with various trade promotion bodies in Europe and India, monitoring India's export to EU, monitoring and compiling information on various EU standards and benchmarks, collecting market intelligence, computation, analysis, interpretation of trade and investment data, presentation of briefs, coordinating visits of trade/business delegations, maintenance of files.

Qualification and experience:

Essential qualification:

- (i) Bachelor's degree preferably in commerce or trade or economics.
- (ii) Oral and written capability in English
- (iii) Oral and written capability in French and /or Dutch.
- (iv) Sound knowledge of computers – Designing, MS Word, MS Excel, MS Powerpoint, E- mail etc.

Desirable qualification:

- (i) Experience in dealing with trade associations/chambers/think tanks in the EU.

Local Work Permit and Resident Visa: Only candidates having local work-permit/resident visa etc., in compliance with local rules and regulations to work in foreign diplomatic missions will be eligible for consideration.

How to apply: Please send your curriculum vitae in English along with application in the attached proforma only (in English language only) along with required documents as mentioned in the proforma to the attention of **Mr. Neeraj Kumar, Head of Chancery, Embassy of India, 217 Chaussee de Vleurgat, 1050-Brussels (by Post)** or to **ga.brussels@mea.gov.in (by E-mail)**. Only selected candidates will be called for interview.

Contract: The successful applicant will be employed for an initial period of 3 months which may be renewed further for a mutually agreeable period or he/she may be considered for regular appointment depending upon satisfactory performance.

Salary : The Embassy of India, Brussels follows Belgian salary system (JC 200). The gross salary would be in the range of Euro 2205-2605 depending on years of relevant prior experience. The net take home salary, however, would depend on age, size of family, contribution towards social security and tax.

Last date of receipt of applications : 05th December, 2023.

**(Neeraj Kumar)
Head of Chancery**

APPLICATION FORM FOR THE POST OF JUNIOR ASSISTANT

1. Full Name :																				
2. Mobile No. :																				
3. E-mail :																				
4. Current Residential Address :																				
5. Gender :																				
6. Age :																				
7. Nationality :																				
8. *Passport No. / Belgian Identity Card No. :																				
9. *If not the citizen of EU, Belgian Work Permit No. and its validity:																				
10. *Educational qualification (Highest) :																				
11. Proficiency in languages : Please tick the appropriate box in the table below-																				
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 20%;">Language</th><th style="width: 20%;">Not known</th><th style="width: 20%;">Basic</th><th style="width: 20%;">Intermediate</th><th style="width: 20%;">Fluent</th></tr></thead><tbody><tr><td>English</td><td></td><td></td><td></td><td></td></tr><tr><td>French</td><td></td><td></td><td></td><td></td></tr><tr><td>Dutch</td><td></td><td></td><td></td><td></td></tr></tbody></table>	Language	Not known	Basic	Intermediate	Fluent	English					French					Dutch				
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English																				
French																				
Dutch																				
12. Previous employment, if any :																				
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th rowspan="2" style="width: 35%;">Name and address of the employer</th><th rowspan="2" style="width: 35%;">Nature of duties/work handled</th><th colspan="2" style="width: 30%;">Period</th></tr><tr><th style="width: 15%;">From</th><th style="width: 15%;">Upto</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr></tbody></table>	Name and address of the employer	Nature of duties/work handled	Period		From	Upto														
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13. Any other relevant information that candidate intends to provide:																				

***Please attach copies of following documents with this form:**

- (i) Copy of Passport/Belgian Identity Card**
- (ii) Copy of Belgian Work Permit, if not EU citizen**
- (iii) Copy of certificate of highest educational qualification**

14. I hereby certify that the information given above is correct to the best of my knowledge and belief. I am fully aware that if any information given above is found incorrect or any information is suppressed or concealed subsequently, my candidature or services will liable to be cancelled on this ground without any notice.

Date:

Place:

Signature of the candidate