



**EMBASSY OF INDIA
BRUSSELS**

JOB OPPORTUNITY

The Embassy of India in Brussels is looking for a:

Marketing Assistant/Secretary

Job Description:

Liaisoning with various trade promotion bodies in Europe and India, Monitoring India's export of agricultural and marine products to the EU, monitoring/compiling information on various EU standards on agricultural and marine products, collecting market information, analysis of trade data, preparation of briefs, providing assistance for India's participation in trade fairs, rendering secretarial assistance, correspondence, maintenance of files, coordinating visit of delegation etc.

Qualification and experience:

Essential qualification :

- (i) Master in International Trade/Economics/Post Graduate Degree/Diploma in Agriculture or Allied sciences
- (ii) Sound knowledge of computer programs such as MS word/ Excel/power point/e-mail etc.
- (iii) Knowledge and command of English, Dutch/French

Desirable qualification :

- (I) Good knowledge of functioning of EU institutions, EU rules and trade related matters.
- (II) Experience of working in the European Trade and economic affairs
- (III) Experience of working in agriculture sector/marine sector

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.

Mental and Physical Health:

Candidate should be in a good mental and physical health. At the time of offer of appointment, candidates need to submit a medical fitness certificate.

Contract:

The successful applicant will be employed for an initial period of 3 months after which his/her contract can be extended only up to 4 consecutive terms, provided that the duration of each of them is not less than 3 months and the total duration does not exceed 2 years. The extension would be subject to satisfactory performance of the applicant. Consequent upon successful completion of 2 years, his/her contract may be extended for indefinite period subject to satisfactory performance. Please send your curriculum vitae in English language to the attention of Mr. Neeraj Kumar, Head of Chancery, Embassy of India, 217 Chaussee de Vleurgat, 1050 – Brussels or to ga.brussels@mea.gov.in. Only selected candidates will be called for interview.

Salary :

The Embassy of India, Brussels follows Belgian salary system (CP 200). The gross salary would be in the range of Euro 2555-3722. The net take home salary, however, would depend on age, experience, size of family, contribution towards social security and tax.

Last date of receipt of applications : 08 May 2026

**(Neeraj Kumar)
Head of Chancery**

APPLICATION FORM FOR THE POST OF MARKETING ASSISTANT/SECRETARY

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-				
Language	Not known	Basic	Intermediate	Fluent
English				
French				
Dutch				
12. Previous employment, if any :				
Name and address of the employer	Nature of duties/work handled	Period		
		From	Upto	
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