



सत्यमेव जयते

**Consulate General of India
Manchester**

MOST IMMEDIATE
APPLICATIONS INVITED FOR POST OF MARKETING EXECUTIVE

The Consulate General of India, Manchester, invites applications for the posts of **"Marketing Executive"** having an initial monthly pay of GBP 3360/-, which will increase after grant of annual future increment @ 3% of the last drawn salary on 1st July every year or successful completion of one year of active service.

Please note that the salary for this post of Marketing Executive will be regularised as per prescribed rates fixed by the Ministry of External Affairs, Government of India.

No. of Post: One (1)

Minimum required qualifications and skill set:

- University degree from a recognized university in Economics/ Commerce/ Marketing/ Finance. Post- graduate degree is preferred.
- Proficient communication (verbal and written) and analytical skills for research, reporting and monitoring, commercial awareness, statistical data and analytical skill.
- Good working knowledge of IT systems, including proficiency in MS-Word, MS-Excel, Power Point, Web Applications, Analytic Tools, etc.
- Knowledge and information on trade, business, market, commercial activities of United Kingdom (in particular North West) and India.

Experience: Minimum 7 years working experience preferred.

Nature of Work: The applicant will work under the direct supervision of Consul General & Consul of the Consulate. Applicant will be required to undertake the following duties, which are not exhaustive:

- Handle commercial, trade and research matters.
- Undertake market research and structured compilation of database of local businesses, which must be updated regularly.
- Advising the CGI on the commercial interests and keeping it updated.
- Liaison with local authorities/ Chambers of Commerce in relation to commercial matters.
- Prepare monthly professional reports such as Monthly Commercial Report, Economic Newsletter, and Market Surveys.
- Assist in organising and publicity of Consulate's/ GoI's business/ commercial events.
- Other tasks that may be assigned from time to time.

Mental and Physical Health: The applicant should be in good mental and physical health. At the time of offer of appointment, the candidate needs to submit a medical fitness certificate from a reputed medical clinic/ hospital.

Local Work Permit and Residence Visa: Only candidate having local work-permit/ resident visa in compliance with local rules and regulations to work in Foreign Diplomatic Missions will be eligible for consideration. Local Police clearance certificate may be submitted at the time of interview.

Interested applicants may please send their applications and resume giving complete details including age, educational qualification, and work experience with all supporting documents (educational certificates / documents, Passport / visa / work permit / photo etc.) to hoc.manchester@mea.gov.in by 21st September 2025. Shortlisted candidates shall be invited for an interview.

Place: Manchester

Date: 08th September 2025