



**Consulate General of India  
Manchester**

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**MOST IMMEDIATE**  
**APPLICATIONS INVITED FOR POST OF MARKETING ASSISTANT**

The Consulate General of India, Manchester, invites applications for the posts of “**Marketing Assistant**” having an initial monthly pay of GBP 2790/-, which will increase after grant of annual future increment @ 3% of the last drawn salary on 1<sup>st</sup> July every year or successful completion of one year of active service.

Please note that the salary for this post of Marketing Assistant 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:**

- Graduate from a recognized educational institution preferably having a degree or diploma in Commerce/Economics/Business & Marketing/Commercial Law.
- Knowledge of international trade issues including Intellectual Property Rights and computer skills especially in MS Office, Power point, and Excel.
- Adequate experience in inter disciplinary analysis of trade and commerce vis-à-vis international political developments.
- Knowledge of UK government functioning, rules, regulations, and policies.
- Manage social media campaigns and expand Consulate outreach efforts.
- Organising press conferences, press briefings, press releases etc.
- Administrative functions related to Press & Information wing.
- Organisational skills to plan promotional events.
- Candidate should possess good communication skills in English and Hindi.
- Experience: 2+ years of experience in a similar position is desirable.
- Ability to multitask, work under pressure and handle even increased workload on schedule.
- Ability to work in a team with analytical and structured way of working with high level of reliability and proactive approach.
- Liaison with UK Dept. for Business & Trade and other Greater Manchester Chamber of Commerce and other Trade organisation.
- Protocol duties with visiting delegations.
- Any other work required to be executed for the Consulate from time to time.
- Mandatory for the applicants (who are non-UK nationals) to have a valid UK Work Permit/VISA.
- Local Police Clearance Certificate.

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](mailto:hoc.manchester@mea.gov.in) by 08 July 2025. Shortlisted candidates shall be invited for an interview in the 3<sup>rd</sup> Week of July, with likely work commencement from Third/Fourth week of July 2025.

Place: Manchester.

Date: 30<sup>th</sup> June 2025