

**EMBASSY OF INDIA**  
**BEIJING**

**ADVERTISEMENT**

Applications are invited from qualified and experienced candidates who have good knowledge of written & spoken English and possess excellent computer skills:

- **Business Research Associate: 1 POST**

Qualifying criteria:

- Bachelors/Master's degree in Business Administration or equivalent degree in Finance.
- Candidates must have excellent written and spoken English, Chinese language with Advanced certificate in English.
- Excellent MS Office and computer skills.

Preferential Criteria:

1. 2-3 years of work experience in Marketing, Technology and Web Designing.
2. Knowledge of working on social media.
3. Knowledge of Adobe, Cora draw etc.

Job Profile:

- Assist Indian exporters through provision of information, facilitating visits and meetings, and through other means.
- Engage and liaise with the Chinese Government Departments and industry bodies
- Trade promotion assistance including organizing and coordinating participation in business exhibitions and other such platforms.
- Monitoring regulatory framework and laws and regulations and good knowledge of regulatory side issues.
- Design of event related advertising banners etc.

Candidates can send job application (Attached format) and resume in **ENGLISH (only 1 page) with digital photograph before 23 July 2018 by 1700 HRS** at email: [admn3.beijing@mea.gov.in](mailto:admn3.beijing@mea.gov.in) copy to [hocoffice.beijing@mea.gov.in](mailto:hocoffice.beijing@mea.gov.in).

Candidates shortlisted for written test will be communicated on 24 July 2018 by email. **Written test on 27 July 2018 at 1000 HRS at the address: Head of Chancery, Embassy of India, No. 5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing-100600. Interview for the shortlisted candidate: 31 July 2018, 1000 HRS.**

**Time period of Contract:** Post is for one-year duration with a possibility of extension. Lucrative salary and social security. Salary to be disclosed at Interview stage.

## 招聘启事

印度驻华大使馆现招聘如下职位，欢迎有相关工作经验，精通英语口语和书写，计算机能力优秀的应聘者投递简历。

**职位名称：商务研究员（1名）**

**任职资格：**

- 拥有工商管理/金融专业方面的本科或研究生学历；
- 精通英语口语和书写（要求提供英语证书）；
- 熟练使用电脑和办公软件；

**加分资格：**

- 2-3年市场营销，科技，网页设计行业工作经验；
- 对社交媒体有一定了解；
- 对 Adobe, CoraDraw 软件有一定了解。

**岗位职责：**

- 为印度出口商提供信息支持，协助支持代表团来访和相关会议；
- 联系中方政府各部门及工商业团体；
- 贸促活动支持，包括组织协调商业展会等其他类似活动；
- 及时关注相关政府监管政策，法律法规动态，并对此方面知识有一定了解；
- 设计活动相关的广告横幅等。

应聘者请于**2018年7月23日下午17:00点**前将**申请表（模板见附件）**，**英文简历（限1页）及电子照片**发送至邮箱 **[admn3.beijing@mea.gov.in](mailto:admn3.beijing@mea.gov.in)**，并抄送至 **[hocoffice.beijing@mea.gov.in](mailto:hocoffice.beijing@mea.gov.in)**。

使馆将于**2018年7月24日**通过邮件方式通知简历筛选合格的应聘者参加笔试。笔试时间为**2018年7月27日上午10:00点**，地点：**北京市朝阳区亮马桥北街5号印度驻华大使馆官邸**，邮编：**100600**；**面试环节将于2018年7月31日上午10:00点**举行。

**合同期限：**合同期限为一年，合同到期后有续签可能；  
此职位待遇丰厚，缴纳社保，具体薪资面试环节商议。