

EMBASSY OF INDIA
TBILISI
VACANCY ANNOUNCEMENT

Applications are invited from suitable candidates for the post of Marketing Assistant on permanent basis in the Embassy of India, Tbilisi. Terms & Conditions for recruitment of the following posts are as follows:

S. No.	Name of the post	Number of Vacancy	Maximum age as on 31.03.2026	Monthly salary in USD
1.	Marketing Assistant	01	35 Years	1521

2. The required qualifications, duties and responsibilities will be as follows:

S. No.	Posts	Qualification/Requirement	Duties/Responsibilities
1.	Marketing Assistant	<p>A university degree or equivalent qualification preferably in Business & Marketing/commercial law;</p> <ul style="list-style-type: none">• Knowledge of local and international trade issues• Adequate experience in inter-disciplinary analysis of trade and commerce vis-à-vis international political developments;• Readiness to work beyond regular office hours. <p>At least 2 years of experience in Marketing/Trade field.</p> <p>Proficiency in Georgian and English languages, communication skills, teamwork, computer operation - including Microsoft Word, Excel, Power Point, etc.</p> <ul style="list-style-type: none">• Ability to function with minimal supervision in fast paced work environment;	<ul style="list-style-type: none">• Conducting product and sector specific market research and surveys;• Prepare periodic analytical studies and reports• Attending seminars / conferences etc. and submitting reports;• Analysis of commercial data and supervision of compilation thereof;• Arranging & handling of commercial delegations / commercial events;• Organizational skills to plan promotional events and B2B meetings;• Promotion of Brand India, major initiatives of the Government, trade & investments etc.;• Any other work assigned from time to time.

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- Keeness to learn and willingness to work hard
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3. The candidate must be a Georgian citizen or has local work permit (in case of foreigner), in compliance with local rules and regulations to work in a foreign Diplomatic Mission. The Embassy does not sponsor any Work Permit/Visa. Student Visa holders may not apply.
4. The candidate should be in good mental and physical health. At the time of offer of appointment, candidates need to submit a medical fitness certificate.
5. The candidate should send the applications in prescribed format completed in all respect along with all supporting documents like proof of age, educational qualification, experience to Head of Chancery, Embassy of India, 03, Irakli Gamkrelidze Street, Tbilisi 0178. **The last date to receive applications is 05.04.2026** either by post or by email to admin.tbilisi@mea.gov.in. The postal envelope should be superscribed "Application for the post of Marketing Assistant" and the subject of email should be "Application for the post of Marketing Assistant".
6. Applications received after due date or which is not in the prescribed format (attached in the link) or without requisite documents will not be considered. After scrutiny of the application forms, date for interview/written test will be communicated to the applicants by e-mail and or phone.
7. Normal working hours of the Embassy is 0900 hrs to 1730 hrs (lunch 1300 hrs to 1330 hrs) from Monday to Friday. In exigencies, the employee may be required to work beyond normal office hours and/or on holidays. Overtime allowance will not be remunerated.
8. The successful candidates should not have any criminal cases against them. The appointment will be subject to security clearance from the local authorities.
9. No telephone enquiry will be entertained. Queries can only be made by email to admin.tbilisi@mea.gov.in.

EMBASSY OF INDIA
TBILISI
APPLICATION FORM

Post applied for : MARKETING ASSISTANT

1.	Name			
2.	Father's Name			Paste your passport size photograph here
3.	Mother's Name			
4.	Date of Birth			
5.	Passport/FRC/NRC No.			
6.	Nationality			
7.	Religion			
8.	Marital status			
9.	Permanent Address			
10.	Residential Address			
11.	Mobile/Phone No.			
12.	Email			
13.	Educational qualification			
14.	Grade/Course	Year		Subjects
15.	High School			
16.	Bachelor's Degree			
17.	Masters Degree			
18.	Any other qualification (s)			
19.	Grade/Course	Year		Subjects
20.				
21.				
22.	Computer literacy			
23.	Course	Year		Subjects
24.				
25.				
26.	Work Experience			
27.	Name of the post	Period		Nature of work/responsibilities
28.				
29.				

30.

31. Language literacy (please write YES or NO as applicable)

32.	Name of the language	Read	Write	Speak
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33.

34.

35.

36. Is there any criminal case pending against you?

37. Any other information

I declare that the above information provided by me is true to the best of my knowledge. I understand that, if any wrong information is provided by me, and is detected in future, my candidature/job (if selected) is liable to be cancelled.

(Signature of the applicant)

Date:

Place:

(Please attach all relevant documents along with this form)