

Consulate General of India
Jaffna

The Consulate General of India, Jaffna invites applications for the recruitment to the Post of a Marketing Executive.

Name of Post : Marketing Executive
Number of Vacancy : one (01)
Salary : Starting monthly salary of around SLRs 200,000/-
(This includes cost of living allowance)

Nature of Job

- Normal working hours will be from 0900 hrs to 1730 hrs. Saturday's/Sunday's will remain closed. One may be required to work beyond office hours or on holidays according to exigencies of work.
- Assisting in research work pertaining to specific industries and / or services on an as-needed basis, using essential data from sources such as the internet, magazines, newspapers, and industry journals.
- Monitoring regulatory matters affecting the major sectors as well as general trade issues- including laws, regulations, standards, procedures and other non-tariff barriers.
- Assisting in research and preparation of market studies on specific sectors using such sources as official government contacts and reports, industry and trade association contacts and reports, trade directories and websites of relevant organizations.
- Organizing B2B meeting, handling calendars, preparing agendas for meetings.
- Developing and maintaining the trade-related database of the Consulate with contact information for local companies, importers/exporters, commercial organizations.
- Participation and assistance in organizing official visits, official events, and trade delegations.
- Responding to trade inquiries from Indian firms seeking to export, as well as requests from local firms and or government institutions interested in buying Indian products and services.
- Liaising with High Commission of India, Colombo representatives on matters deemed necessary.
- Adequate knowledge of designing of slides, presentations, posters, banners, roll-ups etc for events of the Consulate.
- Editing of photos/videos, handling of all social media accounts of the Consulate, assistance in creation of novel social media content.

Age Limit : 35 Years.

Work experience : Experience of working in an embassy, an international organization and relevant work experience in the field of commerce/trade is desirable but enthusiastic fresh graduates will be given serious consideration too.



Essential Education Qualification : Graduates with a bachelor's degree in any stream. One should have good knowledge of English and Tamil (Sinhala and knowledge of Hindi is desirable, but not mandatory)

Desired Qualification : Preference will be given to candidates with experience of working in similar establishments.

How to apply

Application form is available on our website at <https://www.cgijaffna.gov.in/announcements> in pdf format. Interested Candidates are requested to download the application form, complete it, enclose the testimonials and superscribe the envelop "Recruitment to Marketing Executive" and post it to this office by 15th July, 2024 at the following address:

**The Head of Chancery
Consulate General of India,
14, Maruthady Lane, Nallur
Jaffna, Sri Lanka**

Candidates can also drop the completed application form at the box kept for the purpose at the Consulate (address as above) during the working hours (09.00 AM to 05.30 PM).

Mode of Selection:

- A) All shortlisted eligible candidates will be called for a written examination thereafter qualified candidates will be called for a Personal Interview.
- B) The Appointment offer will be issued on the basis of the written test & Interview process followed by submission of medical certificate. The appointment letter will be issued thereafter subject to an undertaking that until verification of character and antecedents, candidature of the candidate is provisional and may be discontinued at any time if anything adverse comes to the notice of Consulate.

Important note:

The decision of the Recruitment Committee of the Consulate is final.

All communications with candidates will be made by e-mail mode only at the email address provided by the candidate at the time of filling up the application form. The Consulate accepts no responsibility for the non receipt of emails sent by the Consulate due to the negligence of the candidates.



**Rajesh P. Bhanarkar
Head of Chancery**

**Rajesh Bhanarkar
Consul (PPS)
Consul General of India
Jaffna** 2/2

Application Form

Advertisement No. : JAF/ADM/578/02/2024

Position Applied for: Marketing Executive

Affix a recent
passport size
Photograph here.

A). Personal Information

1. Name in full(in Block letters)
2. Father's/Spouse's Name:
3. Permanent Address:

4. Address for correspondence/ Mailing address:

5. Mobile no:
6. E-mail Address:
7. Date of Birth: Date: Month: Year:
8. Sex :
9. NICNo. :
10. Nationality : SriLankan

B). Educational Qualifications in chronological order

(Please attach a self-certified photocopy of your school/university certificates)

Name of the Examination Passed	Year of Passing	Name of the School/College
O Level		
A-Level		
Graduation(If any)		
Post-Graduation(if any)		

C). Work Experience in chronological order, starting with the first job:
 (Please attach an experience certificate, if available)

Name & address of Employer	Period of service From To		Designation of post held	Description of Work

Declaration & Certificate

I hereby declare and certify that no criminal case is pending against me in any court or with any investigation agencies. I further declare that I have never been found guilty/convicted of any legal offense and/or crime by any court of law in the past.

I further declare that the information furnished here is true and correct to the best of my knowledge and belief. If any of the particulars furnished by me are found to be incorrect or suppressed, my candidature is liable to be rejected at any stage during or after selection process. Further, if it is found after my appointment that the particulars furnished by me are incorrect or suppressed, my services are liable to be terminated without any notice.

Place..

Signature of Candidate.....

Date.....