

**Consulate General of India
Yekaterinburg**

Advertisement for Filling Up the Post of **Marketing Executive**

The Consulate of India in Yekaterinburg invites application for the post of Marketing Executive.

1. Desired Skills

- A University Degree or equivalent qualification preferably in Business & Marketing
- Knowledge of International Trade Issues
- Adequate experience in inter-disciplinary analysis of trade and commerce vis-à-vis international political and economic developments;
- Proficiency in English and Russian language, communication skills, teamwork, Computer Operation - including Microsoft Word, Excel, Power Point, etc.
- Knowledge of Russian Government functioning, rules & regulations, and Policies
- Organizational skills to plan promotional events
- Keenness to learn.
- Should either be a Russian citizen, having appropriate Employment Authorization from relevant Authorities in Russia.
- Preferably be between the age of 21-40 years
- Pay Scale: Monthly Salary is expected to be around: US\$ 3,087 (to be paid in Russian Ruble at Official Rate of exchange of Govt. of India)

2. Work Profile

Nature of Job: The responsibilities involve applying a sound understanding of economics, international trade and investments to research, analyse and document bilateral economic and commercial activities between India and Russia, develop marketing and publicity strategies for Indian products in Russian market and organize events that bring together manufacturers and exporters across sectors.

- The Marketing Executive will also closely monitor the Russian economy, companies, investment trends and technological advances and match them with business opportunities in India
- Ability to function with minimal supervision in fast paced work environment
- Conducting product and sector specific market research and surveys
- Prepare periodic analytical studies and reports
- Attending Seminars / Conferences / etc., and submitting reports
- Monitoring of Policy Announcements by the Russia and India and analysis thereof on trade & commerce
- Analysis of Commercial Data and supervision of compilation thereof
- Arranging & Handling of Commercial Delegations / Commercial Events
- Promotion of Brand India, Major Initiatives of the Government, Trade & Investments, etc.
- Devising and presenting ideas and strategies

Interested candidates may send their applications and resumes at the following address; the last date for submission of applications is **14 May 2026**.

How to Apply:

Send your complete resume/C.V. to adm.ykbrg@mea.gov.in or cgiykbrg@mail.ru by 14 May 2026.

Subject of the email should be "NAME OF APPLICANT (**Marketing Executive**)"

Please note:

- **Only those selected for the next step will be contacted.**
- Please DO NOT make inquiries to the Consulate on the phone.
- The successful candidate will be required to produce a letter of good conduct from applicable local authorities/Police.

**Consulate General of India
Yekaterinburg**

Job Vacancy Notice

NAME OF ASSIGNMENT & JOB REQUIREMENTS

(Application to be submitted in the prescribed format)

S. No.	Description	Requirements/Specifications/Experience
1	Name & No. of posts to be filled :	Marketing Executive & 01 Post.
2	Location of work :	In general, on routine day to day basis, he/she has to report to the Consulate and would require to work in Yekaterinburg
3	Nature of job :	He/She would be performing written/oral translation works as per requirement on day-to-day basis and drafting/maintaining incoming/outgoing office correspondences, other general office works as per need in the Consulate General of India, Yekaterinburg. He/She may have to travel to local government offices or airport; police station etc. to assist Indian nationals and/or delegations. He/She may also require to travel outside Yekaterinburg as per requirement of the Consulate.
4	Duration of contract :	The initial probation period would be for 03 months; which could be extended depending upon the performance assessment by the Consulate General of India, Yekaterinburg. Once probation period is completed successfully, 'Contract' would be extended as per agreed terms.
5	Educational qualification :	Candidate should have completed the bachelor's degree or specialist degree from the Institute approved/recognized by the Russian Government. A University Degree or equivalent qualification preferably in Business & Marketing
6	Desirable qualification :	The candidates should possess good Russian and English language communication skills with verifiable ability to translate documents from Russian into English and vice-versa. Good computer skill is also required.
7	Area of work experience required :	Work experience in international organizations/ Embassies/ Consulates/ media houses, handling business and cultural events, liaison with Government agencies, translation of official documents, facilitation of meetings of the Consulate officers, facilitation of incoming and outgoing delegations within Russia, facilitating all official activities of the Consulate General of India is desirable.
8	Language Proficiency :	Good reading, writing and speaking skills in English and Russian languages.
9	Age :	Preferably 21 - 40 years.
10	Nationality & Eligibility :	Only Russian nationals or persons having long term employment visa/ work permit for Russia can apply.
11	Character & antecedents	Candidate should have clean personal behavioral records and if selected, Police Clearance Certificate with NO cases of local law

			violating records till the date of joining of Consulate General of India, Yekaterinburg to be submitted.
12	Physical and Mental health	:	The candidate should be in good mental and physical health. The selected candidate would be required to submit a medical fitness certificate.
13	Working hours	:	As per applicable working hours working hours in the Consulate General of India, Yekaterinburg. In general, 0900 hrs – 1730 hrs on week days; Lunch time break for half-an hour. Sometimes, in exigencies, the candidate may be required to work beyond office hours, odd hours or on holidays, depending upon official requirements.
14	Salary	:	Salary will be fixed at USD 2375 in the pay scale of 2375-71-3440-103-4470-134-5810. Annual increment may be granted subject to satisfactory service during the preceding period of 12 months. Besides, this monthly pay, no other allowance, such as Compensatory Allowance, Dearness Allowance, House Rent Allowance or rent-free accommodation in lieu, Conveyance Allowance etc. are admissible.
15	Crucial Dates	:	Date of publishing the vacancy: 22 April 2026 Last date of receipt of applications: 14 May 2026
16	Address for sending application	:	Send your complete resume/C.V. to adm.ykbrg@mea.gov.in or cgykbrg@mail.ru by 14 May 2026. Subject of the email should be “NAME OF APPLICANT (Marketing Executive)”
17	<p>Application for the above post, filled in English, neatly typed, has to be submitted complying fully to the prescribed format along with copies of passport, long term work permit/long term employment visa, necessary educational qualification & professional experience as per filled details.</p> <p>Application submitted without required copies of passport, work permit/ employment visa, experience/educational/work/professional qualification will be summarily rejected. Applications found without any clarity due to insufficient data will also be NOT accepted. Decision of the Consulate General of India, Yekaterinburg on recruitment related matters would be final and no correspondence would be entertained in this regard.</p>		

**Consulate General of India
Yekaterinburg**

Application for the post of Marketing Executive

Format for Submission of Application (to be filled in English)

1	Post Applied for :	Local Consular Clerk in Consulate General of India, Yekaterinburg	Affix a recent colour passport size (3 x 4) photo
2	Full Name of the Candidate :		
3	Date of Birth, Gender, Nationality, Passport details Marital status, Spouse/Family details :	Write all applicable details (copy of the passport and employment visa / work permit to be attached)	
4	Permanent address of Residence and contact details :		
5	Present address of communication and contact details. Mobile No.: E-mail address:		
6	Educational qualification:	(prescribe in detail all the years of study indicating the place, university/institute name, marks/grade secured, without excluding any information, till date and enclose ALL RELEVANT copies of marks, graduation certificate(s) or competency certificate(s) as applicable for each details mentioned; add additional rows and columns as may be required)	
7	School :		
8	Higher Education/Diploma, Graduation, Post-Graduation :		
9	Additional qualification details, if any :	Add IELTS, TOEFL or Translation proficiency skill certificate details along with applicable copies to be attached	
10	Work experience:	(prescribe in detail all the years of work experience indicating Name of the Organization employed, period of employment, reasons for leaving the organization, nature of work and highlight main projects of works directly involved/handled including specific achievements, if any; work experience certificates issued by previous employers shall be attached, wherever applicable; add additional rows and columns as may be required); Indicate from present employment till first employment without excluding any year(s) of working till date. Courier / Translation / Interpretation skills related experience to be highlighted.	
11	Previous employment detail 1 :		
12	Previous employment detail 2 :		
13	Previous employment detail 3 :		
14	Write about self in concise para, not exceeding 300 words, indicating the reasons		

	for suitability of considering yourself for the applied post.	
15	If selected mention the minimum time required for joining the job.	
16	<p>Self-Declaration:</p> <ul style="list-style-type: none"> - I hereby affirm that all the above information submitted by me in this application is true and confirm to the actual condition of my present and past records. - I hereby declare that I have submitted all the details without withholding any information. If any of the information provided by me found to be false or withheld without disclosing the actual status, I agree to be subjected for disciplinary proceedings as considered necessary by Consulate General of India, Yekaterinburg leading to termination from my job and suitable legal action, if any. - I hereby agree that mere submission of my application to Consulate General of India, Yekaterinburg for the post does not give me any right for seeking the job and the evaluation of my application for competency of the applied job is solely under the discretion of Consulate of India, on which I shall have no right to contest. - I hereby agree that Consulate General of India reserves the right to appoint the suitable selected candidate at its time of choice or cancel the process of evaluation of candidates for the applied post, without assigning any reasons thereof. <p>Date: Place: (Signature of the candidate)</p>	
