

<p style="text-align: center;">Embassy of India, Prague</p> <p style="text-align: center;">Milady Horákové 60/93, Praha 7, 170 00</p>		 <p style="text-align: center;">सत्यमेव जयते</p>
VACANCY		
Embassy of India is seeking qualified and motivated individuals for the position of Assistant.		
Position	Assistant	
Residence Status	Czech citizen or any other National with a valid work permit	
Description of Work and Key responsibilities	<ul style="list-style-type: none"> • Assist in promoting trade and commerce between India and the Czech Republic • Support the implementation of commercial initiatives and policies • Help organize trade events, meetings, and promotional activities • Liaise with Indian and Local businesses, and correspondence as needed • Prepare reports, presentations, and correspondence as needed • Conduct Market Research and identify new trade opportunities 	
Minimum Qualifications	<ul style="list-style-type: none"> • Education: Bachelor's Degree in Commerce, Business Administration, Economics or a related field from a recognized institution. • Language Proficiency: Excellent written and spoken command of English. Working knowledge of Czech would be an added advantage. • Minimum 2 year of experience working on business-related assignment in Czech Republic, preference will be given to those with experience with a local government/international organization 	
Working Hours	<ul style="list-style-type: none"> • Full time job. Monday to Friday: 9:00 AM – 5:30 PM • The candidate should be willing to work on occasional evenings and weekends. 	
Salary	CZK 46072/- with periodical increments (including standard deduction for Social Security and Health insurance)	
How to apply	<p>Interested candidates are requested to submit their updated CV, copies of academic qualifications and visa status (relevant documents i.e. residence card/dependent visa/work visa) to hoc.prague@mea.gov.in latest by August 15, 2025.</p>	