



**ANNOUNCEMENT**  
**Job Opportunity**

The Royal Thai Embassy is recruiting a suitable candidate for the position of **Public Affairs Assistant**.

**Details of the position**

Position Title: Public Affairs Assistant

Salary: Starting at INR 25,xxx with annual raise subject to performance assessment

Duration of Appointment: Indefinite subject to completion of probationary period

Work Schedule: Full Time (Monday - Friday) with occasional weekend and overtime work during special events or visits

Start Date: Within 1-5 weeks after the announcement of recruitment result

Responsibilities: as attached

**Qualifications**

- Undergraduate Degree.
- Thorough knowledge of Indian mass media and social media, Indian cultural and educational institutions, Indian domestic and international politics, organization of the Indian government, and familiarity with sources and availability of data and other informational materials.
- Fluency and ability to communicate in English.
- Computer proficiency (Microsoft Office and other basic programs)
- Service-orientated mind. Positive attitude towards teamwork and willingness to contribute.
- Related Degree and working experinces will be considered favorably.

**Required Document**

- Application form with passport-size photo
- CV
- Copy of Aadhaar Card or Passport
- Degree certificate with transcript

**Last Date of Application: 24 September 2018**

Submission by post to **Mrs. Ruchee Singh, Royal Thai Embassy D1/3 Vasant Vihar, New Delhi 110057** Or by email to **secretarythaiamb.india@gmail.com**

Selected applicants will be contacted via email for interview date and details.

Royal Thai Embassy  
New Delhi

11 September B.E. 2561 (2018)

