



Embassy of India  
Seoul

**JOB VACANCY**  
**COMMERCIAL ASSISTANT**

Applications are invited for the post of Commercial Assistant in the Embassy of India, 101, Dokseodang-ro, Yongsan-gu, Seoul, Republic of Korea.

**Minimum Qualification:** Graduate from a recognized university, fluency in English & Korean language.

**Desirable:** The candidate should have sound knowledge of trade and commerce related matters, including basic understanding of export–import procedures and commercial documentation including data analyzing & arranging. Prior experience in handling commercial correspondence, data compilation, budgeting, or coordination with government/industry bodies will be desirable. Proficiency in MS Office (Word, Excel, PowerPoint) and good drafting and communication skills in English are essential. Familiarity with working in an office environment, preferably in a government or international setup, will be an added advantage.

**Salary:** Approximately KW 3.2 million per month.

**Start date:** January 2026

**How to apply:** Application with CV (in English only) may be sent to:

Ms. Ananya Agarwal  
Head of Chancery  
Embassy of India,  
101, Dokseodang-ro, Yongsan-gu  
Seoul, Republic of Korea.

E-mail: [adm.n.seoul@mea.gov.in](mailto:adm.n.seoul@mea.gov.in) and [indianembassy2025@gmail.com](mailto:indianembassy2025@gmail.com)

**Last date for submitting application: Sunday, 18 January 2026 by 1700 Hours**