

WEBSITE	
Name of the post	Commercial Executive – cum – Clerk (01)
Age	Between 20 to 35
Qualifications	Graduation, preferably in Economics/Commerce having good command in speaking and writing in English and Arabic, good knowledge of computer operations (viz. Microsoft Office, Outlook, Internet, Social Media, designing, PDF conversion etc.) with typing speed of over 30 words per minute in English.
Desirable	Candidate should preferably have sufficient previous experience of working in Diplomatic Mission(s), Business Chambers or Commercial Entities.
Emoluments	US\$ 650+ (approx.)
Residential Status	Candidate should be Egyptian or any other national with valid work permit/ resident visa.
Last date for applications	Interested candidates may fill an online form available on the following link https://forms.gle/Ns4ZN6wv41EXz9LH6 and also send their resume by email to admn.cairo@mea.gov.in latest by 20th September 2026 .