CONSULATE GENERAL OF INDIA
BARCELONA

No. BAR/579/01/2024

Date: 07/10/2024

RECRUITMENT NOTICE FOR THE CONSULAR POST OF CLERK

Consulate General of India, Barcelona, invites applications from suitable candidates for a full-time position of Local Clerk. (Number of Posts: 2)

2. Job requirements include:

a. Rendering clerical assistance, including typing, answering phone calls in Spanish and English languages to the various wings of the Consulate, such as Reception/Administration/Accounts/Consular/Information and Cultural.
b. Maintenance of office records and files in Administration/Establishment and assisting the Accountant.
c. Coordination with Spanish authorities, including various service providers and companies.
d. Handling visitors to the Consulate.
e. Embassy Residence maintenance-related work.
f. Other duties as directed by the officers.

3. Candidates with the following requirements may apply:

Requirements	Details
1. Age	Between 21 to 30 years as on 1st Oct 2024
2. Education Qualifications	Bachelor's degree from any recognised university
3. Language Proficiency	Native or equivalent Spanish speaker, excellent English, both written and spoken.
4. Residential Status	The candidate must have Spanish citizenship/local work permit/resident visa, in compliance with local laws to work in Foreign Diplomatic Missions in Spain.
5. Computer Skills	MS Office, Excel, and general IT/computer administration skills
6. Experience	Preference will be given to those having experience in Office work and maintenance of office records and files.
7. Abilities	Good team player, intercultural competence, pro-active approach. Ability to prioritize and deal with multiple tasks. Should be able to come on weekends, if required to handle urgent consular cases.

4. Last Date: Interested candidates are invited to send their application in the prescribed proforma, with copies of certificates and a latest photograph, by 25 October 2024

Email to: hoc.barcelona@mea.gov.in

5. Applications received after the last date or not in the prescribed format/without requisite documents will not be considered. Short-listed candidates will be required to take a written test, computer skill test and interview. No transport or other assistance/reimbursement will be provided for appearing in the tests. The selected candidate will be requested to join immediately.

Aarsha N.S.

Head of Chancery