EMBASSY OF INDIA
MADRID

No. MAD/579/01/2021 07.12.2021

RECRUITMENT NOTICE FOR THE CONSULAR POST OF CLERK

The Embassy of India, Madrid, invites applications from suitable candidates for a full-time position of Local Clerk. The starting monthly salary is €1000. The remuneration package includes 30 working days of annual leave, 21 days of medical leave as well as mandatory social insurance benefits and two bonuses.

2. Job requirements include:

a. Rendering clerical assistance including typing, answering phone calls in Spanish and English languages to the various wings of the Embassy, such as – Reception/Administration/Accounts/Consular/Information and Cultural.

b. Maintenance of office records and files in Administration/Establishment and assisting Accountant.

c. Coordination with Spanish authorities including various service providers and companies.

d. Handling visitors to the Embassy.

e. Embassy Residence maintenance related work.

f. Other duties as directed by the officers.

3. Candidates with the following requirements may apply:

1	Age	Between 21 to 37 years as on 01.12.2021
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.

3. Last Date: Interested candidates are invited to send their application in prescribed proforma, with copies of certificates and a latest photograph by **24th December 2021**.

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

By Post: Head of Chancery,
Embassy of India
Avenida Pio XII, 30-32
Madrid 28016

4. Applications received after 24th December 2021, or not in the prescribed format/without requisite documents will not be considered. Short-listed candidates will be required to take a written test and computer skill test.

5. No transport or other assistance/reimbursement will be provided for appearing in the tests. The selected candidate will be requested to join immediately.

(Pabitra Kr. Majumder)
Head of Chancery

EMBASSY OF INDIA
MADRID

APPLICATION FOR THE POST OF CLERK-2021

1	Name			Paste your Passport size photograph here
2	Date of Birth			
3	Passport/DNI/NIE No.			
4	Nationality			
5	Marital status			
6	Permanent Address			
7	Present Address / Communication address			
8	Mobile/Phone No.			
9	E-mail			
10	Educational qualification *(Please attach of self-attested certificate)*			
(i)	Grade/Course	Year	Subjects	
(ii)	High School			
(iii)	Bachelor Degree			
(iv)	Master Degree, if any			
11	Any other qualification(s) *(Please attach of self-attested certificate)*			
(i)	Grade/Course	Year	Subjects	
(ii)				
(iii)				
(iv)				
(v)				

12	Computer literacy *(Please attach of self-attested certificate)*		
	Course	Year	Subjects
(i)			
(ii)			

13	Work experience *(Please attach of self-attested certificate)*		
	Name of the post	Period	Nature of work/responsibilities
(i)			
(ii)			
(iii)			

14	Language literacy *(please write YES or NO as applicable)*			
	Name of the language	Read	Write	Speak
(i)				
(ii)				
(iii)				

15	Any other information	

I declare that the above information provided by me is true to the best of my knowledge. I understand that, if any wrong information is provided by me, and is detected in future, my candidature/job (if selected) is liable to be cancelled.

(Signature of the applicant)

Date : .....

Place : .....

(Please attach all relevant documents along with this form)