EMBASSY OF INDIA
MADRID

No. MAD/579/01/2026 12.06.2026

RECRUITMENT NOTICE FOR THE POST OF CLERK IN THE EMBASSY OF INDIA, MADRID

The Embassy of India, Madrid, invites applications from suitable candidates for a full-time position of Local Clerk. The starting monthly salary is **€1741**. 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. Candidates with the following requirements may apply:-

1	Education Qualifications	Bachelor's degree. Masters Degree / MBAs will get preference.
2	Language proficiency	Good knowledge of Spanish and proficiency in English language. Knowledge of Indian languages will get priority.
3	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.
4	Computer skills	Excellent proficiency in using programmes in the MS office, Excel, video editing, recording, social media handling, and general IT/computer administration skills.
5	Experience	I) Office work experience of at least 2 years. ii) Organizational skills, experience in planning events, entrepreneurial activities if any.
6	Abilities	Good team player. Inter-cultural competence. Pro-active approach. Ability to prioritize and deal with multiple tasks. Experience in dealing with the Indian community

3. **Last Date:** Interested candidates are invited to send their application, with copies of certificates and an updated CV with the latest photograph, by **26th June, 2026 (1730 hrs)**.

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 26th June, 2026 (1730 hrs) or without requisite documents will not be considered. Short-listed candidates will be required to take a written test and/or interview.

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

(Cherakung Zeliang)
Counsellor (Cons, PIC) & Head of Chancery

EMBASSY OF INDIA
MADRID

APPLICATION FOR THE POST OF CLERK-2026

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)