EMBASSY OF INDIA
MADRID

No. MAD/579/01/2025	24thMarch 2025

RECRUITMENT NOTICE FOR THE POST OF CLERK IN 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
2	Language proficiency	Professional proficiency in Spanish and English (C1-C2 level).
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 and general IT/computer administration skills • Knowledge of social media tools, including Canva, Video-editting etc.
5	Experience	• Preference will be given to those having experience in Office work and maintenance of office records and files. • Experience in liaising with the Spanish authorities, including the City Council, the Communidad, the Federal Ministry of Culture etc. • Organizational skills, experience in planning and conducting cultural events
6	Abilities	Good team player. Inter-cultural competence. Pro-active approach. Ability to prioritize and deal with multiple tasks.

3. **Last Date**: Interested candidates are invited to send their application, with copies of certificates and an updated CV with the latest photograph, by 15thApril, 2025.

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 15th April, 2025 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.

(Ankita Mittal)
First Secretary & Head of Chancery

EMBASSY OF INDIA
MADRID
APPLICATION FOR THE POST OF CLERK-2025

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)