

Embassy of India
Caracas

VACANCY NOTICE FOR THE
POST OF 'CLERK-CUM-TYPIST'

The Embassy of India in Caracas invites applications for the position of **'Clerk-Cum-Typist'**.

Qualifications: Should be a graduate and conversant in both English and Spanish languages. Excellent knowledge of handling computer work i.e. Microsoft Word, Excel, PowerPoint, e-mail, etc.

For eligibility conditions, nature of job and details on emoluments, please call at telephone number: 0212-2857887 / 0212-2853637 between 08:00 a.m to 04:30 p.m.

Eligible candidates may please submit their applications along with curriculum vitae in both English and Spanish languages by email to **hoc.caracas@mea.gov.in** and **admin2.caracas@mea.gov.in** on or before **Thursday, 30 March 2023 at 04:30 p.m.**

Place: Caracas
Date: 22.03.2023