

Embassy of India  
Caracas

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**VACANCY NOTICE**

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, Power Point, 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 am to 04:30 pm.

Eligible candidates may 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 **11 October 2021 (Monday) at 0430 pm**.

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Place : Caracas  
Date : 04.10.2021