

**Embassy of India
Caracas**

Advertisement No.: CAR/ADM/579/1/2026

Dated:17.08.2026

1. The Embassy of India, Caracas, invites applications for the following vacancies: -

a. **Marketing/Commercial Clerk**

2. Job Profile:

The applicant should be able to handle all clerical matters including preparation of reports, translation of documents, organization of meetings / events and maintenance of data/records. Conduct of Market surveys, data analysis, preparation of notes and working knowledge of computer including Microsoft work, excel powerpoint etc. Candidates should also have a good command over English and requisite ability to translate / interpret from English to Spanish and vice versa. Any other works related to the job profile.

3. Interested applicants should possess the following qualifications:

Holder of Licenciado / Bachelor's degree or equivalent in any field, or Graduation in any field with Diploma in any field. Working experience in diplomatic Missions/Private sector companies is desirable. Good communication skills, IT skills and reading writing and speaking and language proficiency in English and Spanish. Fluent in translation in Spanish to English and Vice Versa.

4. Age:- 25-40 Years
5. Applicant should be willing to work beyond office hours, as and when required, in cases of exigencies of office work.
6. Applicants should send their resumes along with the copies of their educational & experience certificate and contact details in a sealed envelope clearly mentioning the post applied for on the cover. The applications should reach the following address latest by **25.08.2026** :-

By Post: Head of Chancery,
Embassy of India,
No. 12, Quinta Tagore,
Avenida San Carlos, La Floresta,
Caracas-1060A

By Email: admin2.caracas@mea.gov.in; hoc.caracas@mea.gov.in
(Applications sent to any other email id will not be accepted)

7. The short-listed candidates will be called for interview/written test. The selected candidates may be required to join the Embassy immediately.
8. The Embassy of India in Caracas reserves the right to reject any application/applicant without assigning any reasons whatsoever.