

**Embassy of India**  
**Mexico City**

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**EMPLOYMENT OPPORTUNITY - Vacancy Announcement No. 2021-01**

The Embassy of India in Mexico City has an opening for a temporary position of Consular & Administrative Clerk. We are looking for a zealous candidate to support the Consular Department of the Embassy in its primary and consular duties.

**Duties to be performed:-**

- Attending to public coming for Consular Services, receiving applications and documents as per Embassy requirements.
- Responding to consular queries through e-mails and telephone.
- Processing of Consular applications and delivering processed documents to the applicants.
- To work on software applications designed for Consular services.
- Record keeping of Consular Documents.

**Required Skills:-**

- Good communication skills in English and Spanish is mandatory.
- Good knowledge of computers specially Microsoft Office
- Basic accounting knowledge on cash collection and preparation of receipts for Consular services and onward submission to Accounts.
- Ability to learn new things quickly and handle multiple tasks. Maintain polite and professional communication via phone, e-mail etc.
- Attention to details, desire to be proactive and create a positive experience for others

**Qualifications required :**

- Bachelor's degree or Associates Degree in related field
- Excellent computer skills, especially typing and knowledge of Microsoft Office Word, particularly Ms-Word and Ms- Excel and Outlook, Excel, Libre Office, Linux etc.
- Typing speed of 35 words per minute (*This will be tested*)
- Level IV (fluent) speaking/reading/writing English & Spanish
- Three years of office management work and prior administrative experience are desirable

*The successful candidate will be required to obtain and submit a security clearance certificate and a medical examination/fitness certificate.*

**Employment length :**

This position is temporary and will not exceed 24 months from hire date.

**Who May Apply:**

Only Mexican Nationals can apply

Anyone who is eligible for appointment under Mexican local laws.

Applicant must be in possession of a Mexican social security card valid for employment.

HOW TO APPLY: Interested candidates must submit the application form available in Embassy's website (<https://www.indiainmexico.gov.in/vacancy>) along with CV giving full details plus any other documentation (e.g. copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**The deadline for submitting applications is Friday, 12<sup>th</sup> February, 2021.**

**Application for the Vacancy in  
Embassy of India, Mexico City**

Paste a Recent  
photograph

**Personal Information**

Full Name

Mr./Ms.

Permanent Address		City	State	Zip
Present Address		City	State	Zip
Date of Birth		Father/Mother's Name		
Phone Number	Mobile Number	Email Address		
Are You a Mexican Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>		Mexican social security Number		

**Position**

Position You Are Applying For	Available Start Date	Desired Pay
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**Education Qualification**

School/College Name	Location	Years Attended	Degree Received	Major

Languages known				
Fluency in Spanish				
Fluency in English				

### Personal References

Name	Title	Company	Phone

### Employment History/Prior Work Experience

<b>Employer (1)</b>	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
<b>Employer (2)</b>	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip

### Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge.  
 If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Name (Please Print)	Signature
Date	