

**CONSULATE GENERAL OF INDIA  
BARCELONA, SPAIN**

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No. BAR/579/01/2026

Date: 07/05/2026

**RECRUITMENT NOTICE FOR THE CONSULAR ASSISTANT POST**

Consulate General of India, Barcelona, invites applications from suitable candidates for a full-time position of Local Consular Assistant. (Number of Posts: 01)

**2. Job requirements include:**

- a. Rendering clerical assistance, including typing, answering phone calls in Spanish and English languages to the various wings of the Consulate, such as Reception/Administration/Accounts/Consular/Information and Cultural.
- b. Maintenance of office records and files in Administration/Establishment and assisting the Accountant.
- c. Coordination with Spanish authorities, including various service providers and companies.
- d. Handling visitors to the Consulate.
- e. Embassy Residence maintenance-related work.
- f. Other duties as directed by the officers.

**3. Candidates with the following requirements may apply:**

Requirements	Details
1. Age	Between 21 to 35 years as on 1 <sup>st</sup> June 2026
2. Education Qualifications	Bachelor's degree from any recognised university
3. Language Proficiency	Native or equivalent Spanish speaker, excellent English, both written and spoken.
4. Residential Status	The candidate must be legally authorised to work in Spain, in compliance with local laws and regulations applicable to employment in Foreign Diplomatic Missions in Spain.
5. Computer Skills	MS Office, Excel, and general IT/computer administration skills
6. Experience	Preference will be given to those having experience in Office work and maintenance of office records and files.
7. Abilities	Good team player, intercultural competence, pro-active approach. Ability to prioritize and deal with multiple tasks. Should be able to come on weekends, if required to handle urgent consular cases.

**4. Last Date:** Interested candidates are invited to send their application in the prescribed proforma, with copies of certificates and a latest photograph, by **22 May 2026**.

**Email to:** [admin1.barcelona@mea.gov.in](mailto:admin1.barcelona@mea.gov.in)

5. Applications received after the last date or not in the prescribed format/without requisite documents will not be considered. Short-listed candidates will be required to take a written test, computer skill test and interview. No transport or other assistance/reimbursement will be provided for appearing in the tests. **The selected candidate will be expected to join on 1<sup>st</sup> June 2026.**