सत्यमेव जयते

EMBASSY OF INDIA
Guatemala

JOB VACANCY FOR THE POST OF CLERK

The Embassy of India in Guatemala City invites applications for the position of Clerk from the applicants.

Mandatory Requirements:

- **Qualification:** Bachelor's degree with sound knowledge of computers, especially MS Office.
- **Maximum Age Limit:** 35 years as on the application deadline.
- **Health:** Good mental and physical health, supported by a valid medical fitness certificate at the time of joining.
- **Character:** No criminal record; Police Clearance Certificate (PCC) required at the time of joining.
- **Experience:** Minimum 2 years' related work experience in Government/Non-Government organization.

Job description, responsibilities and duties:

- Data entry and maintaining records of various types.
- Organizing and maintaining records, files, and other documents.
- Good noting and drafting skills with the ability to manage routine clerical duties alongside event-related support tasks.
- Arrange meetings and appointments and prepare record of discussions.
- Interact with visitors, clients, or other individuals to provide information, answer queries, or resolve issues.
- Handling correspondence, including drafting letters, sending and receiving emails and making phone calls.
- Independently coordinate and organize events.
- Liaise with Governmental/Non-Governmental authorities and organizations.
- Any other task assigned by the Embassy.

Employee perks, benefits:

USD 975/- (with Annual Bonuses, Incentive Bonus, annual increment and contribution to Social Security Insurance benefits)

Personality requirements and skills:

- Fluency (both oral and written) in English and Spanish language.
- Good administrative, organizational and time management abilities
- The person should be cordial and polite in dealing with the visitors and should be willing to learn and develop new skills

- The person should be hardworking and able to solve problems independently

Number of Vacancy: One

Vacancy available from: 15.09.2026 (tentatively)

Information about the selection process:

Candidates fulfilling the eligibility criteria will be called for a written test. Short-listed candidates thereafter will be called for interviews.

How to Apply:

Interested applicants must apply online and submit their application on the link mentioned below along with his/her curriculum vitae (CV) (including name, photo, contact number and e-mail) in **English language,** copies of educational certificates, proof of experience and any other relevant documents.

Link: https://forms.gle/MADZpXfPQi7kEVpq6

Last date of Submission: Sunday, 06 September 2026

Important Notes:

- Incomplete applications or those without necessary enclosure will be outrightly rejected.
- The Embassy reserves the right to reject the application or cancel the recruitment process at any stage without assigning any reasons.
- Application submitted by email or post will not be accepted.