



The Embassy of Spain is seeking the services of an administrative assistant, on a Technical Assistance basis for **6 months**, to be performed at the Consular Section of the Embassy of Spain in New Delhi (4, Golf Links). The tasks included in the post will be:

- Archive and document management
- Translation
- Support tasks related to visa processing

Interested candidates/entities must present their economic offer (indicating their identification data) at the Chancery of the Embassy of Spain (located at 12, Prithviraj Road), without prejudice to the provisions of art. 16.4 of Law 39/2015 of October 1, on Common Administrative Procedure of Public Administrations, the last day of the deadline being **5 of March of 2025**, and should be addressed to the following address: Embassy of Spain in India, 12, Prithviraj Road, 110011, New Delhi.

- Offers above 100.000 INR per month will not be accepted.
- The attached format must be used to present the economic offer. All fields highlighted in yellow must be filled with the correct information.
- They also have the option of sending the offer to the e-mail address: emb.nuevadelhi.can@maec.es.

In New Delhi (India), on 25 February 2025

Francisco Capote Yeregui
Chargé d'Affaires a.i.

Correo electrónico: emb.nuevadelhi.can@maec.es

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DIRECCIÓN DE VALIDACIÓN : <https://run.gob.es/hsblF8yLcR>

FIRMANTE(1) : FRANCISCO CAPOTE YEREGUI | FECHA : 25/02/2025 10:38 | NOTAS : F

