



EMBASSY OF INDIA
ALCANTARA 971, LAS CONDES
SANTIAGO-CHILE
Tel: 00-562-2228-4141
Fax: 00-562-2321-7217
Email: hoc.santiago@mea.gov.in

ADVERTISEMENT

The Embassy of India in Santiago invites applications for filling up **One post of Administrative Clerk in the Mission** from Chilean citizens or Permanent Residents with valid appropriate visa and valid work permit. The Details are as follows:-

Job Title	Administrative Clerk
Vacancy	One
Age	Upto 35 years as on 10.08.2026
Salary	USD 1250.00 per month (Basic Pay) + COLA 17.45 % of Basic Pay + Health/ Accident/ Unemployment Insurance deductions + AFP as per the applicable rates towards Employer's share.
Work Profile	•Handling of consular/passport/visa related queries •Receiving consular/passport/visa applications along with admissible fees •Processing of consular/passport/visa applications •Preparing reports for consular services as well as for consular fees received. •Any administrative duties assigned from time to time
Essential Qualification	•A University Degree in any stream. •Proficiency in English and Spanish languages, communication skills, teamwork, Computer Operation - including Microsoft Word, Excel, Power Point, etc. •Knowledge of Chilean Government functioning, rules & regulations, and policies; •Organizational skills to plan promotional events; •Keenness to learn and willingness to work hard.

Short-listed applicants will be called for the interview and skill test. Interested candidates may send their application and C.V. in English along-with copy of Chilean Work/ Residence permit and educational certificates to:

Head of Chancery
Embassy of India
ALCANTARA 971, LAS CONDES, SANTIAGO-CHILE
Tel: 00-562-2228-4141, Fax: 00-562-2321-7217
Email: hoc.santiago@mea.gov.in / adm.santiago@mea.gov.in

NOTE:- Applications should reach the above mentioned address latest by 21st August 2026 by 18:00 hrs.