

## VACANCY

### The Embassy of India, Tokyo is seeking applications from individuals for the post of Personal Assistant

Last date for applying: 5<sup>th</sup> October 2018

**Position** : Personal Assistant in The Railway Wing of the Embassy for a fixed period of three years

**Working Hours:** 0900-1730 hrs (5 days a week). Selected candidate should be willing to work beyond prescribed office hours and on weekends/holidays, as and when need arises.

**Salary:** JP¥220,000 with an annual increment of JPY 6,600

#### **Qualifications Required:**

**Education:** A degree from a recognized University. Certification in English proficiency.

**Experience:** Minimum 1-2 years experience related to secretarial work preferred. Also experience working in Commercial /Economic/Technology related field will be an added advantage.

**Language:** Clear understanding and ability to speak, read and write in English and Japanese. Ability to translate letters/emails from English to Japanese and vice versa. Good communication skill desired.

**Knowledge:** Good working knowledge of maintaining an office, organizing papers and files.

**Skills:** PC skill with special emphasis on MS Word/MS Power point and Excel, with a minimum typing speed of 30 words per minute.

#### **How to apply:**

Interested applicants must submit the following:

- 1) Detailed CV/Resume with a Cover letter
- 2) Filled Pro-forma Application Form (Link)
- 3) Passport size photograph
- 4) Copy of Educations Qualifications and Work Experience
- 5) References (if any)

#### **Submit your application to:**

**The Head of Chancery**

Embassy of India

2-2-11 Kudan Minami, Chiyoda-ku, Tokyo 102-0074

**Email:** [attadmn.tokyo@mea.gov.in](mailto:attadmn.tokyo@mea.gov.in)

Tel. No.3262-2391 to 97 - (For enquiries between 0930 hrs to 1700 hrs)

**Please note:** Only those candidates who will be found suitable for the position will be contacted.

**Embassy of India  
Tokyo**

**PROFORMA OF APPLICATION FORM**  
**For the position of Personal Assistant**

1. Name :
2. Nationality :
3. Date of Birth:
4. Current Address:
5. Contact Number:
6. Language Proficiency:

<b>Language</b>	<b>Level of Proficiency (Speaking/reading/writing)</b>	<b>Relevant Certification (if any)</b>
English		
Japanese		
Mention others (if any)		

7. Academic Background:

<b>S.No.</b>	<b>Institution name</b>	<b>Degree/Course</b>	<b>Year</b>	<b>Achievement (s)</b>

8. Work Experience:

<b>S.No.</b>	<b>Organization name</b>	<b>Duration</b>	<b>Position</b>	<b>Key Responsibilities/Achievements</b>

\* Please include experience (if any) related to secretarial work.

Place:  
(Signature of the applicant)

Date: