

Embassy of India
Tokyo

PROFORMA OF APPLICATION FORM
For the position of Interpreter

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

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

7. Academic Background:

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

8. Work Experience:

S.No.	Organization name	Duration	Position	Remarks

Place:

(Signature of the applicant)

Date:

VACANCY

The Embassy of India, Tokyo is seeking individuals for the post of Interpreter

Open to: Japanese nationals only

Last date for applying: 05.04.2019

Position : **Interpreter**

Working Hours: 0900-1730 hrs (5 days a week).

Salary: Starting JPY¥300,000 with an annual increment of JPY 9000 per year.
In addition to the monthly salary, the Embassy may pay bonus twice in a year.

Qualifications Required:

Education: A degree from a recognized university. Certification in English proficiency such as TOEIC, TOEFL etc.

Experience: At least 2-3 years experience as translator/interpreter (consecutive).

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.

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

Skills: PC still with special emphasis on MS Word and Excel, with a minimum typing speed of 30 words per minute.

- written and verbal fluency in Japanese and English, excellent communication and writing skills
- Ability to translate quickly, confidently and accurately. Speak clearly in both languages (Japanese-English) using proper pronunciation, enunciation and polite expressions
- Professional and courteous at all times.
- Remain calm during calls in the event that one of the primary speakers is incoherent or upset, especially in emergency situations.
- Maintain punctuality and availability during scheduled work hours.

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. Duplicate copy of Educations Qualifications and Work Experience References

Submit your application to:

The Head of Chancery

Embassy of India

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

Email: ga.tokyo@mea.gov.in

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

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