**VACANCY**

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

**Last date for applying:** 15.07.2019

**Position:** Clerk

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

**Salary:** Starting ¥180,000 pm (pay scale ¥180,000-5,400-261,000-7,830-339,300-10,180-441,100)

**Upper age limit:** 35

**Qualifications Required:**

**Education:** A degree from a recognized university.

**Experience:** 1-2 years experience related to secretarial/clerical work preferred.

**Language:** Knowledge of English and Japanese.

**Knowledge:** Basic computer knowledge

**How to apply:**

1. Interested applicants must submit the following:
2. Detailed CV/Resume with a Cover letter
3. Filled Pro-forma Application Form (Link)
4. Passport size photograph
5. Copy of Educations Qualifications and Work Experience

**Submit your application to:**

**The Head of Chancery**
Embassy of India
2-2-11 Kudan Minami, Chiyoda-ku, Tokyo 102-0074
Email: (i) hoc.tokyo@mea.gov.in (ii) attadmn.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.
Embassy of India
Tokyo

PROFORMA OF APPLICATION FORM
For the position of Clerk

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

<table>
<thead>
<tr>
<th>Language</th>
<th>Level of Proficiency</th>
<th>Relevant Certification (if any)</th>
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<tbody>
<tr>
<td>English</td>
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<tr>
<td>Japanese</td>
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<td>Mention others (if any)</td>
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7. Academic Background:

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<thead>
<tr>
<th>S.No.</th>
<th>Institution name</th>
<th>Degree/Course</th>
<th>Year</th>
<th>Achievement(s)</th>
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8. Work Experience:

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<tr>
<th>S.No.</th>
<th>Organization name</th>
<th>Duration</th>
<th>Position</th>
<th>Key Responsibilities/Achievements</th>
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* Please include experience (if any) related to secretarial work.

Place: ____________________________  (Signature of the applicant)

Date: ____________________________