VACANCY

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

Open to: Japanese nationals only

Last date for applying: 29.03.2019

Position: Clerk

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: Starting JP¥180,000 with an annual increment of JP¥ 5400 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.

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

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 skills with special emphasis on MS Word and Excel, with a minimum typing speed of 30 words per minute.

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. Duplicate copy of Educations Qualifications and Work Experience
6. 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.
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 (Speaking/reading/writing)</th>
<th>Relevant Certification (if any)</th>
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<tbody>
<tr>
<td>English</td>
<td></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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<thead>
<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: