VACANCY

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

Last date for applying: 20.11.2018

Position : Chauffeur

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 for which he will be entitled for Overtime Allowance

Salary: JPY 200,000-6,000-290,000-8,700-377,000-11,310-490,100

Qualifications Required:

Experience: Minimum 2-3 years driving experience in Japan.

Language: Clear understanding and ability of Basic English and Japanese.

How to apply:

Interested applicants must submit the following:
  i) Detailed CV/Resume with a Cover letter
  ii) Copy of Japanese driving license
  iii) Filled Pro-forma Application Form
  iv) Passport size photograph
  v) Duplicate copy of Education Qualifications and Work Experience
  vi) 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: attadmin.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 Chauffeur

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>
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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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<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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<th>S.No.</th>
<th>Organization name</th>
<th>Duration</th>
<th>Position</th>
<th>Remarks</th>
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Place:  
(Signature of the applicant)

Date: