

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

**Open to: Japanese and Indian nationals only**

**Last date for applying: 28.03.2022**

**Position: Interpreter**

**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 ¥300,000 per month and 3% yearly increment on basic salary.

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

**Desirable 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:** Computer knowledge 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.

**Mental and Physical Health:** Candidate should be in good mental and physical health. At the time of offer of appointment, candidates need to submit a medical fitness certificate.

**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:** [hoc.tokyo@mea.gov.in](mailto:hoc.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.

## 在日インド大使館 通訳者募集

**採用対象:** 日本人またはインド人

**応募締切日:** 2022年3月28日

**職種:** 通訳

**勤務時間:** 週5日(月～金)、9:00～17:30勤務。必要に応じ、残業または週末/休日出勤に対応して頂きます。

**給与:** 月給30万円。年次昇給有(昇給率年3%)

**必要資格:** 正規の大学を卒業された方。TOEICやTOEFLといった各種英語資格試験の合格証を提出してください。

**好ましい職務経験:** 2～3年の翻訳/通訳(逐次)業務経験

**言語:** 英日両言語を明確に理解し、話し、読み書きできる言語能力が必要です。手紙やメールなどの日英/英日両方向への翻訳も業務に含みます。

**その他:** オフィスの維持管理、書類やファイルの整理などの実務上の知識

**必要なスキル:** マイクロソフトワードやエクセルの操作知識といったコンピューターの基本操作ができ、1分間に最低30ワードを打てるタイプスピードがあること。

- 流暢な日本語・英語での書面作成及び会話ができること。
- 素早く、自信を持って、正確に翻訳することができ、適切な発音、発声、丁寧な表現を用いて、日英両言語で明確に話すことができる。

**心身の健康状態について:** 心身ともに健康な方を募集します。採用時に健康証明書をご提出いただきます。

応募書類送付先:

**The Head of Chancery**  
Embassy of India  
2-2-11 Kudan Minami, Chiyoda-ku, Tokyo 102-0074

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

**電話:** 03-3262-2391 to 97 (問い合わせ可能時間9:30～17:00)

**備考:** 募集している職種に適切な資格・職歴をお持ちの方にのみ、ご連絡いたします。予めご了承ください。

**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:

<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 interpretation / translation / secretarial work.

Place:

(Signature of the applicant)

Date: