

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

**Last date for applying: 30 June , 2024**

**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 ¥ 220,000 per month and 3% yearly increment on basic salary up to ¥ 539,100.

**Qualifications Required:** *Candidate must be a graduate from a recognized university. Candidate having good knowledge of Stenography (English), Computer Knowledge, communication skills in English and Japanese language will be preferred.*

**Age:** Preferably 20-35 Years old as on last date for applying.

**Experience:** 1-2 Years Secretarial/clerical experience preferred.

**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.

**For Foreign Nationals other than Japanese:** Only candidate having local work-permit/resident visa in compliance with local rules and regulations to work in Foreign Diplomatic Missions will be eligible for consideration.

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 Educational Qualifications and Work Experience
- 6 Copy of Passport & Residence card

Submit your application to:

**The Head of Chancery**

Embassy of India

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

**Email: [attadmn.tokyo@mea.gov.in](mailto: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 Stenographer**

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 relevant experience (if any).

Place:

(Signature of the applicant)

Date: