

The Embassy of India, Tokyo is seeking individuals for the post of “Assistant”

Last date for applying: 27 March 2023

Position: Assistant

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; 3% yearly increment on basic salary; Maximum ¥ 539,100.

Qualifications Required: *Candidate must be a graduate from a recognised university preferably in Marketing or Commerce subject, having good computer skills, communication skills, preferably in English & Japanese language, fluency(noting/drafting etc.) in English and Japanese language.*

Experience: Minimum work experience of one year in the field of Marketing

For Foreign national other than Japanese: Only candidates having work-permit/resident visa etc., in compliance with Japan’s rules and regulations to work in foreign Diplomatic, Missions are eligible.

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:

Interested applicants must submit the following:

- 1 Detailed CV/Resume with a Cover letter stating eligibility
- 2 Filled in Application Form (Link)
- 3 Passport size photograph
- 4 Self attested copies of Educations Qualifications and Work Experience

Application may be sent to:

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

**Embassy of India
Tokyo**

PROFORMA OF APPLICATION FORM
For the position of "Assistant"

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

Language	Level of Proficiency (Speaking/reading/writing	Relevant Certification (if any)
English		
Japanese		
Mention others (if any)		

7. Academic Background:

S. No.	Institution name	Degree/Course	Year	Achievement (s)

8. Work Experience:

S. No.	Organization name	Duration	Position	Key Responsibilities/ Achievements

* Please include experience (if any) related to secretarial work.

9. Whether the current visa status allows the applicant to work in Japan or not: **YES / NO**
(Applicable to non-Japanese applicants only)

Place:

Date:

(Signature of the applicant)