

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

Last date for applying: 13 March. 2023

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 ¥180,000 per month and 3% yearly increment on basic salary up to ¥ 441,100.

Qualifications Required: *Candidate must be a graduate from a recognised university, having good computer knowledge, communication skills in English & Japanese language, working knowledge (noting/drafting etc.) in English and Japanese language.*

Experience: 1-2 years secretarial/clerical experience preferred.

For Foreign national other than Japanese: Only candidates having local work-permit/resident visa etc., in compliance with local rules and regulations to work in foreign Diplomatic, Missions will be eligible for consideration.

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
2. Filled Pro-forma Application Form (Link)
3. Passport size photograph
4. 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

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:

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 interpretation / translation / secretarial work.

Place:

(Signature of the applicant)

Date: