

**The Embassy of India, Tokyo is seeking individuals for the post of
Sr. Assistant**

Open to: **Japanese nationals preferred**

Last date for applying: 24.03.2021

Position : Senior 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 ¥300,000 per month and 3% yearly increment on basic salary up to ¥735,150.

Age: 20 – 35 Years

Qualifications Required: Candidate must be a graduate from a recognised university, good computer knowledge and should have working knowledge of English and Japanese language.

Experience: 1-2 years 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:

- 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

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 Senior 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.

Place:
Date:

(Signature of the applicant)