

## VACANCY

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

Open to: Japanese nationals only

Last date for applying: 31.01.2017

**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:** JP¥180,000-5,400-261,000-7,830-339,300-10,180-441,100

**Qualifications Required:**

**Education:** A degree from a recognized university. Certification in English proficiency.

**Experience:** 1-2 years experience related to secretarial work preferred.

**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:** PC still with special emphasis on MS Word and Excel, with a minimum typing speed of 30 words per minute.

**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. Duplicate copy of Educations Qualifications and Work Experience
6. References

**Submit your application to:**

**The Head of Chancery**

Embassy of India

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

**Email: [attadmn@indembassy-tokyo.gov.in](mailto:attadmn@indembassy-tokyo.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 secretarial work.

Place:

(Signature of the applicant)

Date: