

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

Last date for applying: 11.10.2021

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.

在日インド大使館 事務職員募集

応募締切日: 2021年10月11日

職種 : 事務員

勤務時間: 週 5(月～金)9:00～17:30 勤務。必要に応じ、残業または週末/休日出勤に対応して頂きます。

給与: 月給 18 万円からスタートし、年率 3%で最大 441,000 円まで昇給します。

必要資格: 正規の大学を卒業された方で、PC の操作・操作知識があり、英語・日本語両言語でのコミュニケーションが可能な方、英語や日本語ベースでの事務作業の経験・知識(文書作成など)のある方を募集します。

職務経験: 1～2 年の秘書業務・事務経験があれば尚可。

日本人以外の外国籍をお持ちの応募者の方へ: 日本の法律や規則に基づき、在日外国公館での就労に必要な就労ビザまたは居住者ビザをすでに取得されている方のみ、選考の対象となります。

心身の健康状態について: 心身ともに健康な方を募集します。採用時に健康証明書をご提出いただきます。

応募方法:

次の応募書類をご提出ください:

- 1 英文の職務経歴書/履歴書(カバーレターを添付の事)
- 2 大使館所定の求人応募用紙(英語)(Link)
- 3 パスポートサイズの写真(裏面に英語で記名)
- 4 学歴証明書及び職歴証明書のコピー

応募書類送付先:

The Head of Chancery

Embassy of India

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

Email: hoc.tokyo@mea.gov.in

電話: 03-3262-2391 to 97 (問い合わせ可能時間 9:30～17:00)

備考: 募集している職種に適切な資格・職歴をお持ちの方のみ、ご連絡いたします。予めご了承ください。

**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.

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)