

**The Embassy of India, Tokyo is seeking individuals for the post of
Stenographer-Assistant**

Last date for applying: 20 February, 2025

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 ¥ 366,162/- per month and 3% yearly increment on salary.

Qualifications Required: *Candidate must be a graduate from a recognized university. Candidate having good knowledge of Stenography/Typing (English), Computer Knowledge, communication skills in English and Japanese language will be preferred.*

Age: Preferably 20-35 Years old as on last date for applying.

Experience: 1-2 Years Secretarial/clerical experience preferred.

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.

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

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 Educational Qualifications and Work Experience
- 6 Copy of Passport & Residence card

Submit your application to:

The Head of Chancery

Embassy of India

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

Email: attadmn.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 Stenographer-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 relevant experience (if any).

Place:

(Signature of the applicant)

Date: