

**Embassy of India
Tokyo**

PROFORMA OF APPLICATION FORM
For the position of Chauffeur

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	Remarks

Place:
(Signature of the applicant)

Date:

VACANCY

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

Last date for applying: 06.04.2018

Position : Chauffeur

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 for which he will be entitled for Overtime Allowance

Salary: JP¥200,000-6,000-290,000-8,700-377,000-11,310-490,100

Qualifications Required:

Experience: Minimum 2-3 years driving experience in Japan.

Language: Clear understanding and ability of Basic English and Japanese.

How to apply:

Interested applicants must submit the following:

- i) Detailed CV/Resume with a Cover letter
- ii) Copy of Japanese driving license
- iii) Filled Pro-forma Application Form
- iv) Passport size photograph
- v) Duplicate copy of Education Qualifications and Work Experience
- vi) References (if any)

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.