**VACANCY CIRCULAR**

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

Open to: Japanese nationals only

Last date for applying: 24.08.2020

Position : Interpreter

Age : 25 Yrs (may be extended up to 35 Yrs for deserving candidates on embassy’s discretion)

Working Hours: 0900-1730 hrs (5 days a week).

Salary: Starting JPY 300,000 with an annual increment of JPY 9000 per year. In addition to the monthly salary, the Embassy may pay bonus twice in a year.

**Qualifications Required:**

Education: A degree from a recognized university. Certification in English proficiency such as TOEIC, TOEFL etc.

Desirable Experience: At least 2-3 years experience as translator/Interpreter (consecutive).

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

- written and verbal fluency in Japanese and English, excellent communication and writing skills
- Ability to translate quickly, confidently and accurately, speak clearly in both languages (Japanese-English) using proper pronunciation, enunciation and polite expressions

**How to apply:**

Interested applicants must submit the following:
1. Detailed CV/Resume with a Cover letter
2. Filled-in Pro-forma Application Form
3. Passport size photograph
4. Duplicate copy of Educations Qualifications and Work Experience References

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 Interpreter

1. Name:
2. Nationality:
3. Date of Birth:
4. Current Address:
5. Contact Number:
6. Language Proficiency:

<table>
<thead>
<tr>
<th>Language</th>
<th>Level of Proficiency (Speaking/reading/writing)</th>
<th>Relevant Certification (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Japanese</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mention others (if any)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Academic Background:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Institution name</th>
<th>Degree/Course</th>
<th>Year</th>
<th>Achievement (s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. Work Experience:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Organization name</th>
<th>Duration</th>
<th>Position</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. In case of any Medical Condition, please specify:

Place: (Signature of the applicant)

Date: