

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:

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 Interpreter

Last date for applying: 08.05.2019

Position : **Interpreter**

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

Upper age limit : 35 years

Salary: Starting JP¥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.

Experience: Preferably 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.

Skills: Computer skill 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 Pro-forma Application Form (Link)
3. Passport size photograph alongwith copy of work permit in case of non Japanese nationals
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: ga.tokyo@mea.gov.in and 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.