

**Consulate General of India,  
Osaka-Kobe**

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File No: KOB/551/ 1/ 98 (part)

Date: 12/10/2018

**VACANCY**

**Consulate General of India, Osaka-Kobe is seeking to fill the position of Clerk**  
**Application Deadline: 31 October 2018; 17:00 PM**

**Position : Clerk**

**Working Hours:** 0900-1730 hrs (5 days a week). Selected candidate should be willing to work beyond the prescribed office hours or on weekends/holidays, if and when needed.

**Salary:** JP¥180,000

**Qualifications Required:**

**Education:**

1. Degree from recognized university.
2. Certificate of English proficiency.

**Experience:** One / Two year(s) work experience is preferred.

**Language:** Fluent in spoken and written English and Japanese. TOEIC score of over 850 is preferred. Must be able to translate letters/emails from English to Japanese and vice versa.

**Knowledge:** Working knowledge of office management, organizing files and papers, drafting correspondence, plan and finalizing programs.

**Skills:** MS Word, Excel, Powerpoint, Access and related features: mail merge, database management. Hobbies such as origami, Ikebana will be considered positively.

**Duties and Responsibilities:**

To assist in cultural, administrative and account related work in CGI, Osaka-Kobe. There may be additional responsibilities as required from time to time.

**Essential Functions:**

- i. Facilitate and enhance effectiveness of cultural outreach activities of the post in Japan by arranging meetings with relevant officials of Prefectural Governments, City Governments etc.

- ii. Help in organizing cultural events from time to time
- iii. Obtaining quotations for repair works, purchases etc.
- iv. Assisting with booking hotel, car etc. from time to time
- v. Preparing pamphlet brochures for various cultural events organized from time to time.
- vi. Work in administration and account related work as required
- vii. Undertake other assignments as needed.

Mode of selection: Test & Interview

Date of Written Test: To be informed (Primarily English to Japanese translation / vice versa)

Date of Interview Test: Same day as written test

**How to apply:**

Interested applicants must submit the following:

1. Detailed CV/Resume with a Cover letter indicating why the applicant considers
2. Completed Application Form in the enclosed proforma
3. Passport size photograph
4. References

**The Head of Chancery, Consulate General of India, Osaka-Kobe**

10th Floor, Semba I.S. Building,

9-26, Kyutaromachi, 1-Chome, Chuo-ku, Osaka 541-0056

Tel (Gen): 00-81-6-6261-7299/9299

Fax(Gen): 00-81-6-6261-7201

e-mail: [kalra.bharti@mea.gov.in](mailto:kalra.bharti@mea.gov.in)

(if emailed, hardcopy may kindly be sent so as to reach before deadline)

**Please note:**

- Only candidates shortlisted for the position will be contacted.
- Canvassing is discouraged
- Hard copy application may be submitted by the deadline.

**Consulate General of India,  
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**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:

<b>Language</b>	<b>Level of Proficiency (Speaking/reading/writing</b>	<b>Relevant Certification (if any)</b>
English		
Japanese		
Mention others (if any)		

7. Academic Background:

<b>S.No.</b>	<b>Institution name</b>	<b>Degree/Course</b>	<b>Year</b>	<b>Achievement (s)</b>

8. Work Experience:

<b>S.No.</b>	<b>Organization name</b>	<b>Duration</b>	<b>Position</b>	<b>Key Responsibilities/Achievements</b>

\* Please include experience (if any) related to secretarial work.

Place:

(Signature of the applicant)

Date:

