

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

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: 9 November 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

(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,
Osaka-Kobe**

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:

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 experience (if any) related to secretarial work.

Place:
(Signature of the applicant)

Date: