

## **Job Position in Embassy of Japan in India**

The Embassy of Japan, New Delhi, is seeking applications for the post of “Assistant” in Economic Section. The job description for the position as follows:

1. **Job Title:** Assistant in Economic Section
2. **Job Description:** Candidates have good knowledge of office administration, secretarial work and public affairs .
3. **Working Timing :** 09:00 am to 5:30 pm (Lunch Time: 1:00 pm to 2:00 pm ) (Monday to Friday)
4. **Location:** Embassy of Japan, 50-G, Shanti path, Chanakyapuri, New Delhi-110 021.
5. **Qualifications & Experience Required:**

**Education:** Minimum Graduation

**Work Experience:** Working experience with Diplomatic Missions, Japanese companies is preferable.

**Computer Skill:** MS-Word, Excel and Power Point.

**Language:** Excellent speaking and writing skills in English and Hindi.  
(A candidate who has a good command of Japanese language will be given preference)
6. **Age:** Not more than 40 years
7. **Salary:** The salary will be decided on the basis of qualifications & experience.
8. **Closing date for application:** Morning of May 22, 2015.
9. **How to Apply:** Interested candidates may apply for this post with detailed Curriculum Vitae, reference letter, latest passport size photo and copies of all certificates addressed to **Economic Section, Embassy of Japan, 50-G, Shanti path, Chanakyapuri, New Delhi-110 021 by May 22, 2015**, with specifying “Job Application “ on the envelop.  
E-mail address: t00111@mofa.go.jp

### **Note:**

- a) Only the short listed candidates will be contacted by the Embassy for interview.
- b) No telephonic enquiries will be entertained.