

JOB VACANCY IN EMBASSY OF JAPAN, NEW DELHI

The Embassy of Japan is seeking applications for the position of **Official Driver**. The detail is as follows:

1. JOB TITLE: Official Driver

2. JOB DESCRIPTION: Responsibilities will include the following:

- Service required at the out of office, in any place where the Embassy officials visit. It would be outside of Delhi, as well.
- He should drive safely, courteously and punctually at any time of the duty.
- Also must be conversant with maintenance of the car.
- The person should have experience as an official driver of other Embassies or international organisations.

3. STARTING DATE: 9th May, 2018

4. WORK HOURS & LOCATION: Full time, 48 hours per week at any place where the Embassy officials may visit. Duties in the early morning or late evening, on holidays are also demanded.

5. QUALIFICATIONS & EXPERIENCE REQUIRED:

- (1) Education: 12th pass.
- (2) License: Commercial License holder
- (3) Work Experience: Must have minimum 5 years of working experience in similar work
- (4) Language: English Ability
- (5) Well-mannered
- (6) Good knowledge of road, traffic rules and machinery (especially car maintenance)

6. SALARY: The starting salary will be determined as per our regulations.

7. CLOSING DATE: 19th March, 2018.

8. HOW TO APPLY: Interested candidates may apply with detail C.V,passport size photo and copies of all certificates addressed to **Mr. Toshiki Kikuhara, First Secretary, Administration, Embassy of Japan, 50-G, Shantipath, Chanakyapuri, New Delhi-110021.**

**Note: Only the short listed candidates will be contacted for interview.
No telephonic enquiries will be entertained.**