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.


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.