

JOB VACANCY AT THE EMBASSY OF JAPAN, NEW DELHI

The Embassy of Japan invites applications for the position of **an Assistant in the Political Section.**

Details are as follows:

1. JOB TITLE: Assistant

2. JOB DESCRIPTION: Duties and responsibilities of Assistant include the following:

(1) Logistical arrangements (logistical arrangements necessary for meetings and trips for section officials including making appointments, transportation and accommodation arrangement)

(2) Research on India's domestic politics and diplomacy (information collection and analysis)

3. ELIGIBILITY CRITERIA:

(1) Indian nationals

(2) Bachelor's degree or higher

(3) Preferably under 35 years old

(4) Good command of English and Hindi language

(5) Good command of computer skills (Microsoft Word, Excel, PowerPoint etc.)

(6) Experience in research and analysis preferably on Indian politics or diplomacy.

(7) Physically (no chronic illness) and mentally healthy person

4. WORK TIMING: 09:00 to 17:30 (Lunch break: 13:00 to 14:00), Monday to Friday.

5. SALARY: Starting salary will be determined based on the Embassy rules and regulations. (Detail will be explained at the interview.)

6. APPLICATION DEADLINE: 21 August 2024

7. COMMENCEMENT OF THE JOB: 1 October 2024 (tentative)

8. WORK LOCATION: Embassy of Japan, 50-G, Shantipath, Chanakyapuri,
New Delhi-110021

9. HOW TO APPLY: Those who wish to apply for this position are required to submit their C.V./Resume with a copy of valid identification card, one passport size photo and

copies of academic and employment certificates to the **Political Section, Embassy of Japan, 50-G, Shantipath, Chanakyapuri, New Delhi-110021** by post, clearly mentioning on the envelope **“Application for the post of “Assistant”**.

Note: Only the short listed candidates will be contacted for interview.

No telephonic enquiries will be entertained.