

## **JOB VACANCY IN EMBASSY OF JAPAN, NEW DELHI**

The Embassy of Japan invites 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 in the Embassy or at any place where the Embassy officials visit. It could be outside of Delhi, as well.
- Driver should drive safely, courteously and punctually at any time of the duty.
- Also must be conversant with maintenance of the car.
- The experience as an official driver in other Embassies or International organisations will be preferable.

**3. WORK HOURS & LOCATION:** Full time, 48 hours per week at any place where the Embassy officials may visit. Overtime duties in the early morning or late evening, on holidays may be also required.

### **4. QUALIFICATIONS & EXPERIENCE REQUIRED:**

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

**5. AGE:** Preferably below 35 years

**6. SALARY:** The starting salary will be determined based on the Embassy rules and regulations. (Detail will be explained at the interview)

**7. CLOSING DATE:** **Friday, August 30, 2024**

**8. EMPLOYMENT PERIOD:** Basis 3 years (Subject to renewal)

9. COMMENCEMENT OF THE JOB: October 7, 2024 (Tentative)

10. HOW TO APPLY: Interested candidates may apply with detail C.V, passport size photo and copies of all certificates addressed to **Administration, Embassy of Japan, 50-G, Shantipath, Chanakyapuri, New Delhi-110021** by post, clearly marked on the envelope “Application for the post of “Official Driver”.

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

**No telephonic enquiries will be entertained.**