

**Consulate General of India,
Osaka-Kobe**

File No: KOB/551/ 1/ 98 (part)

Date: 9/05/2017

VACANCY

Consulate General of India, Osaka-Kobe is seeking individuals for the post of Clerk
Last date for applying: 29.05.2017: 17:00 PM

Position : Clerk

Working Hours: 0900-1730 hrs (5 days a week). Selected candidate should be willing to work beyond prescribed office hours and on weekends/holidays, as and when need arises.

Salary: JP¥180,000

Qualifications Required:

Education: A degree from a recognized university. Certification in English proficiency.

Experience: 1-2 years' experience preferred.

Language: Clear understanding and ability to speak, read and write in English and Japanese. TOEIC score of 850 or more will be preferred. Ability to translate letters/emails from English to Japanese and vice versa.

Knowledge: Good working knowledge of maintaining an office, organizing papers and files.

Skills: PC still with special emphasis on MS Word and Excel.

Duties and Responsibilities of the post:

To assist in cultural, administrative, account related matters of CGI, Osaka-Kobe

Essential Functions:

- i. Facilitate and enhance the effectiveness of the visit of Indian cultural delegations to Japan by arranging meetings with concerned Cultural officials of Japanese Prefectural Governments, City Government Officials etc.
- ii. Help in organizing cultural events from time to time
- iii. Obtaining quotations for repair works, purchases.
- iv. Doing Hotel Bookings, Car Bookings.

- v. Help in preparing pamphlets brochures for various cultural events organized from time to time.
- vi. Work in administration and account related works and help the concerned officials as per requirement.
- vii. To undertake any assignment or work entrusted to the official from Officials as and when it is requested.

Mode of filling up the post: Test & Interview

Date of Written Test: 5th June 2017 (short English to Japanese or vice versa translation test)

Date of Interview Test: 5th June 2017

How to apply:

1. Interested applicants must submit the following:
2. Detailed CV/Resume with a Cover letter
3. Filled Pro-Forma Application Form
4. Passport size photograph
5. References

Submit your application to:

The Head of Chancery, Consulate General of India, Osaka-Kobe
10th Floor, Semba I.S. Building,
9-26, Kyutaromachi, 1-Chome, Chuo-ku, Osaka 541-0056
Tel (Gen): 00-81-6-6261-7299/9299 Fax(Gen): 00-81-6-6261-7201
e-mail: **adm.osakakobe@mea.gov.in**

Please note: Only those candidates suitable for the position will be contacted.

**Consulate General of India,
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PROFORMA OF APPLICATION FORM
For the position of Clerk

1. Name :
2. Nationality :
3. Date of Birth:
4. Current Address:
5. Contact Number:
6. Language Proficiency:

| Language | Level of Proficiency (Speaking/reading/writing) | Relevant Certification (if any) |
|-------------------------|--|--|
| English | | |
| Japanese | | |
| Mention others (if any) | | |

7. Academic Background:

| S.No. | Institution name | Degree/Course | Year | Achievement (s) |
|--------------|-------------------------|----------------------|-------------|------------------------|
| | | | | |
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8. Work Experience:

| S.No. | Organization name | Duration | Position | Key Responsibilities/Achievements |
|--------------|--------------------------|-----------------|-----------------|--|
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* Please include experience (if any) related to secretarial work.

Place:

(Signature of the applicant)

Date: