

招聘信息

印度驻华大使馆现急聘以下职位，应聘者需符合下列要求，我们期待您的加入：

职位等级：文员

薪酬等级：人民币 5500 元起

税后收入：约人民币 6200 元/ - （不包括约 22.2%的个人应缴社保、午餐补助和加班费）

序号	学历：	工作简介：
1	学士学位	使馆往来文件翻译，协助使馆与中方办事部门的中英沟通，办公室工作和其他任务
2	熟练使用 Microsoft Office 和 Libre Office	
3	优秀的中英写作、口语能力及中英翻译能力	

有意向的应聘者（非中国籍人士需持有工作许可证）均可申请，请于 2021 年 12 月 10 日之前将简历（附照片）寄送到至：

邮寄地址

办公室主任

印度大使馆

亮马桥北街 5 号

朝阳区

北京 100600

联系方式：+86 10 853125580

传真：+86 10 85312574

电子邮件：ssadmin.beijing@mea.gov.in（仅限英文）

admin1.beijing@mea.gov.in（仅限英文）

Advertisement

The Embassy of India in Beijing requires immediately a qualified, energetic and hardworking staff for the following post:

Name of Post : Clerk

Pay Scale: RMB 5500 starting

Pay in Hand: RMB 6200/- (Approx) (excluding Employee's Social Security Contribution of 22.2% Contributions by staff, meal allowance and overtime allowance)

SI No.	Education Qualification:	Job Profile:
1.	Bachelor's Degree	Data Entry Job; Translating various incoming & outgoing communications from Chinese to English and English to Chinese respectively; liaisoning with local contacts in English-Chinese; Office procedures and any other duties assigned.
2.	Proficient in using Microsoft Office/Libre Office	
3.	Excellent written & spoken English and Chinese and translation skills	

Interested candidates or having work permit in China may send their job application and resume with photograph before 10 December 2021.

Post Address

Head of Chancery,
Embassy of India,
No. 5, Liang Ma Qiao Bei Jie,
Chaoyang District,
Beijing-100600.
Contact: +86 10 85312580

Fax: +86 10 85312574

E-mail: ssadmn.beijing@mea.gov.in (Only in English)
admn1.beijing@mea.gov.in (Only in English)