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The Embassy of India in Beijing has following vacancies as per details given below:

Post & Take home salary	Qualification	Job Profile
Cultural Assistant (RMB 7000 plus Additional Benefits)	Bachelor's degree	i. Answering queries including basic verification and background of Chinese entities. ii. Liaison with Chinese government agencies iii. Maintaining a database of office contacts iv. Liaison with Provincial FAOs v. Translation of official Chinese communication in English vi. Interpretation at routine official meetings vii. Coordinating the visits of incoming government delegations viii Organizing participation in outreach ix. Any other duties assigned.
Clerk (RMB 5500 plus Additional Benefits)	Bachelor' s Degree	i. Translating various incoming & outgoing communications from Chinese to English and English to Chinese respectively ii. Liasioning with local contacts in English-Chinese. iii. Any other duties assigned.

Interested candidates may send their resume/bio-data before 10 May 2019 , 1600 Hrs.

Postal Address:
Head of Chancery
Embassy of India,
No 5, Liang Ma Qiao Beijie
Chaoyang District, Beijing
Contact No 8610-85312580 (Only in English)
Fax: 008610-85312574
Email: admn2.beijing@mea.gov.in
ssadmn.beijing@mea.gov.in
(apply in English only)

招 聘

印度共和国驻华大使馆现有两个空缺岗位，细节如下：

职位&工资	资历要求	工作职责
1.文化助理 (底薪人民币 7000 加额外福利)	1.本科	1.回复有关贸易方面的咨询，包括核实中国公司的基本信息和背景情况 2.联系相关中国政府机构 3.维护联系人数据库 4.与各省外办联络 5.翻译中国政府公文公告 6.例行正式会议中担当口译 7.政府代表团访华期间的协调工作 8.组织并参与外展活动 9.分配的其他工作
2.行政文员 (底薪人民币 5500 加额外福利)	1. 本科	1. 内外往来信息的中英文互译 2. 能有效地用中英文与当地联系人联络 3.分配的其他工作

有意愿者请于 2019 年 5 月 2 日 16: 00 前发送简历。笔试将于 5 月 6 日举行。

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(只接受英文申请)