Applications are invited from qualified and experienced candidates who have good knowledge of written & spoken English and possess excellent computer skills:

- **Culture/Information Assistant:** 1 POST

**Qualifying criteria:**

- Bachelor’s/ Master’s degree in English with Major in English-Chinese Translation
- Excellent MS Office and computer skills.
- Good Typing speed (40 wpm and above)

**Preferential Criteria:**

- 2-3 years of work experience.
- Knowledge of working on social media.
- Excellent written and spoken English and Chinese and translation skills.

**Job Profile:**

- Translation of notes, articles and media reports from English to Chinese and Chinese to English.
- Regular monitoring and management of social media including Weibo, Wechat and uploading of Information.
- Assistance in organization of events.
- Engage and liaise with the Chinese Government Departments
- Interpretation at routine official meetings
- Coordinating the visits of incoming delegations
- Organizing participation in outreach activities.
- Any other duties assigned.

**Pay in Hand:** RMB 9888 (Approx) (excluding Social Security Contribution)

The applications may be sent with latest resume and photograph to the Head of Chancery, Embassy of India, No. 5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing-100600. Application should reach by 31st October, 2019.

Please contact: TEL: +86 10 85312552;
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