

**EMBASSY OF INDIA**  
**BEIJING**

**ADVERTISEMENT**

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 31<sup>st</sup> October, 2019.

Please contact: TEL: +86 10 85312552;

Fax: +86 10 85312574

E-mail: [admn1.beijing@mea.gov.in](mailto:admn1.beijing@mea.gov.in)  
[ssadmn.beijing@mea.gov.in](mailto:ssadmn.beijing@mea.gov.in)