

**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:

**Rank of the Post: Assistant**

Pay Scale : RMB 7000/- (Approx)

S. No.	Qualification	Job Profile
1.	Bachelor's degree	Translating various incoming & outgoing communications from Chinese to English and English to Chinese respectively, liaising with local contacts in English-Chinese, office procedures. Any other duties assigned
2.	2-3 year's work experience	
3.	Excellent written & spoken English and Chinese and translation skills	
4.	Proficiency in using Microsoft Office	

The applications may be sent in format [\(enclosed\)](#) 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 April 22, 2020.

E-mail [protocol2.beijing@mea.gov.in](mailto:protocol2.beijing@mea.gov.in), (apply in English only) ( Ms. Yuan Dandan  
Tel: +86 10 85312539).