

## 招聘启事：

印度驻华大使馆现急聘如下职位，我们期待您努力工作，态度端正且符合下列职位要求。

### 职位名称：会计（一名）

薪金标准：人民币 7000 元起

实际所得薪金：约人民币 7880 元（除去 44.2%使馆支付的社保和 22.2%个人支付的社保后的金额）

学历要求	岗位描述
<ol style="list-style-type: none"><li>1. 学士学位，具备一定的财务知识。</li><li>2. 中英文读写流利并具备翻译能力。</li><li>3. 熟练操作 MICROSOFT OFFICE 和 LIBRE OFFICE 软件。</li></ol>	从事财务相关的工作、与中方的办事部门和银行的联络工作、翻译与财务有关的文书等及其他分配的工作。

### 职位名称：文员（三名）

薪金标准：人民币 5500 元起

实际所得薪金：约人民币 6420 元（除去 44.2%使馆支付的社保和 22.2%个人支付的社保后的金额）

学历要求	岗位描述
<ol style="list-style-type: none"><li>1. 学士学位。</li><li>2. 中英文读写流利并具备翻译能力。</li><li>3. 熟练操作 MICROSOFT OFFICE 和 LIBRE OFFICE 软件。</li></ol>	各种往来文书的中英互译，协助使馆与中方办事部门的中英双语沟通，办公室相关工作及其他分配的任务。

### 职位名称：办事员（通信员）（一名）

薪金标准：人民币 4000 元起

实际所得薪金：约人民币 4500 元（除去 44.2%使馆支付的社保和 22.2%个人支付的社保后的金额）

学历要求	岗位描述
<ol style="list-style-type: none"><li>1. 高中毕业，或同等学历。</li><li>2. 具备一定的英语水平优先考虑。</li></ol>	<ol style="list-style-type: none"><li>1. 收发信件。</li><li>2. 礼宾相关工作。</li><li>3. 接送文件，复印等工作。</li><li>4. 其他分配的工作。</li></ol>

有意的应聘者（非中国籍须有在华工作许可）请将应聘申请和带有照片的简历于 2018 年 1 月 26 日前发至：

邮寄地址：北京市朝阳区亮马桥北街 5 号 印度驻华使馆 办公室主任收

邮编：00600

电话：86-10-85312550

传真：86-10-85312574

电邮：[ssadmn.beijing@mea.gov.in](mailto:ssadmn.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 posts:

**Name of Post: Accountant (1)**

Pay Scale: RMB 7000 starting

Pay in Hand : RMB 7880/- (Approx) (This excludes Embassy Social Security Contribution of 44.2% and 22.2% Social Security Contributions by staff)

Educational Qualification:	Job Profile:
1. Bachelor's Degree with accounting knowledge 2. Excellent written & spoken English and Chinese and translation skills 3. Proficient in using Microsoft Office/Libre Office	Accounting related work, liaisoning with local authorities and bank, translation of documents related to accounts and any other duties assigned

**Name of Post: Clerk (3)**

Pay Scale: RMB 5500 starting

Pay in Hand : RMB 6420/- (Approx) (This excludes Embassy Social Security Contribution of 44.2% and 22.2% Social Security Contributions by staff )

Educational Qualification:	Job Profile:
1. Bachelor's Degree 2. Excellent written & spoken English and Chinese and translation skills 3. Proficient in using Microsoft Office/Libre Office	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

**Name of Post: Daftry – cum – Gestetner Operator (Messenger) (1)**

Pay Scale: RMB 4000 starting

Pay in Hand : RMB 4500/- (Approx) (This excludes Embassy Social Security Contribution of 44.2% and 22.2% Social Security Contributions by staff)

Educational Qualification:	Job Profile:
1. Passed in senior high or equivalent 2. Basic knowledge of English will be an added advantage.	1. Dispatch and receipt of communication 2. Protocol related duties 3. Movement of files, photocopy etc. 4. Any other duties assigned.

Interested Chinese candidates or having work permit in China may send their job application and resume with photograph **before 26<sup>th</sup> January, 2018.**

**Post Address:**

Head of Chancery,  
Embassy of India,  
No. 5, Liang Ma Qiao Bei Jie,  
Chaoyang District,  
Beijing-100600.  
Contact: +86 10 85312550

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