



Consulate General of India  
Shanghai

### **Vacancy of a Local Interpreter in the Consulate**

Consulate General of India, Shanghai, invites applications from suitable candidates for the full-time position of Local Interpreter from 14 January 2019.

The successful candidate will be appointed at a starting gross salary of approx. RMB 12,600/- per month, (Basic Pay + Social Security). The remuneration package will include an annual bonus equivalent to one month's salary and 15 working days' annual leave. He/She will be on probation for 6 months.

#### **Job profile**

Required strong, professional level interpretation and translation skills (Chinese to English and English to Chinese). Interpreter at Consulate will liaise with local authorities and companies, the work will include interpretation during official meetings for Consulate officials and delegation from India, day-to-day translation work, preparation of media reports, social media related work and maintenance of official contact list. The incumbent is also expected to attend to other work at the Consulate as and when assigned.

#### **Essential Requirements**

1. Educational Qualification: Bachelors/ Masters in English interpretation and translation
2. Language proficiency desirable :High level of proficiency in English and Chinese
3. Residence status: Chinese nationals (preferably with Shanghai Resident Card)
4. Computer Skills: MS Office and basic IT Skills
5. Experience: Preference will be given to candidates having experience in office work, preferable as interpreter
6. Desired abilities: Well organized, ability to work independently and manage workloads to achieve objectives. Should be able to work in a team. The applicant should be willing to travel outside Shanghai (Zhejiang & Jiangsu) for official meetings as and when required.

**Interested candidates may submit their applications by 31 December 2018** directly at the reception Desk of the Consulate or by email addressed to the Head of Chancery, Consulate General of India, 1008 Shanghai International Trade Centre,

2201, Yan An (West) Road, Shanghai-2000336, China.  
[hoc.shanghai@mea.gov.in](mailto:hoc.shanghai@mea.gov.in)

Email:

(Only shortlisted candidates would be contacted for further interview)