



Consulate General of India  
Shanghai

No. CGI/SHA/579/1/2021  
2023

23 November

**Announcement of Vacancy**

**1. Interpreter**

Applications are invited from eligible Chinese nationals for the vacancy of **Interpreter** in the Consulate General of India, Shanghai.

**Scope of Work**

1. Translation from Chinese to English and vice versa.
2. Interpretation during official meetings & programmes.
3. Preparation of reports and presentations when required.
4. Liaison with local government, private and cultural organisations.
5. Liaison with other Consular posts in Shanghai.
6. Handling emails and official communications.

**Essential Qualifications/Experience**

- Educational qualification: Bachelor degree in any field with a post graduate diploma/degree in Chinese-English and English-Chinese Interpreting & Translation. CATTI qualified candidates preferred.
- Experience: Preference will be given to candidates having prior experience.
- Good level of Chinese and English language skills, both written and spoken are required.
- Good communication skills required.
- Computer skills: The candidate should have good computer skills especially in MS Office, Power-point and Excel.
- Should be willing to multitask, work under pressure and handle increased workload, if required.
- Should be able to work as a team in a multicultural environment. The applicant should be willing to travel outside Shanghai for official meetings as and when required.
- General awareness about China especially the East China region.

**Compensation:** Compensation will be on monthly basis and social security will be paid directly to relevant agencies.

**2. Interpreter-cum-Cultural Assistant**

Applications are invited from eligible Chinese nationals for the vacancy of **Interpreter-cum-Cultural Assistant** in the Consulate General of India, Shanghai.

### **Scope of Work**

1. Translation from Chinese to English and vice versa.
2. Interpretation during official meetings & programmes, when required.
3. Preparation of reports and presentations when required.
4. Assisting Consulate in all cultural/publicity/media including social media related work.
5. Handling emails and official communications.

### **Essential Qualifications/Experience**

- Educational qualification: Bachelor degree with a diploma in Chinese-English and English-Chinese Interpreting & Translation. CATTI qualified candidates preferred.
- Experience: Preference will be given to candidates having prior experience.
- Good level of proficiency in English and Chinese required.
- Computer skills: Good IT skills especially in MS Office, Power-point and Excel.
- Should be willing to multitask, work under pressure and handle increased workload, if required.
- Should be able to work as a team in a multicultural environment. The applicant should be willing to travel outside Shanghai for official meetings as and when required.
- General awareness about China especially the East China region.

**Compensation: Compensation will be on monthly basis and social security will be paid directly to relevant agencies.**

### **How to apply:**

1. Eligible applicants may apply with the following documents:
  - (i) Brief resume
  - (ii) 2 passports size photographs
  - (iii) Copies of educational qualifications and other supporting documents.
2. Only shortlisted candidates would be contacted for further interview.
3. Last date for receiving applications is 01 December 2023. Applications may be sent either by post or courier or by email to the address below.

**Head of Chancery,  
Consulate General of India,  
1008 Shanghai International Trade Centre, 2201,  
Yan'an (West) Road, Shanghai-2000336, China.**

**Email: [vcons.shanghai@mea.gov.in](mailto:vcons.shanghai@mea.gov.in) with copy to [admn2.shanghai@mea.gov.in](mailto:admn2.shanghai@mea.gov.in) and [hoc.shanghai@mea.gov.in](mailto:hoc.shanghai@mea.gov.in)**

**Fax: + 86 21 62956892**

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