

The Embassy of Japan in New Delhi invites candidates for a job position at the Consular Section

1. Job title and number of vacancy : Assistant Staff at the Consular Section, 1 (one)
2. Commencement of the job : 02 June, 2025 (subject to change)
3. Job description
 - Visa related works (application, issuance, data and document processing).
 - Public relation works (inquiry and coordination with the Indian administrative agencies and related organizations).
 - Document drafting and typing (English, Hindi).
4. Work location : The Embassy of Japan, Plot 4 & 5, 50-G Shantipath, Chanakyapuri, New Delhi 110021
5. Working days and hours : Monday to Friday, 09:00 to 17:30 (lunch break 13:00 -14:00) .
6. Qualifications and experience required ;
 - (1) Indian national or Non-Indian national with OCI.
 - (2) University graduate.
 - (3) Good command of oral and read/write English and Hindi.
(Knowledge of Japanese language ability is preferable.)
 - (4) Good command of computer skills, particularly in Microsoft Word, Excel, Power Point and Outlook.
 - (5) Those with working experience at other diplomatic / consular missions, Travel agents. Immigration or visa related jobs are welcome.
 - (6) Physically (no chronic illness) and mentally healthy person.

[Application Procedure]

Those who wish to apply for this job are requested to submit C.V. / Resume with a copy of your valid identification card, one passport size photo and copies of educational certificates & work experience records to the EMBASSY OF JAPAN, Plot 4 & 5, 50-G SHANTIPATH, CHANAKYAPURI, NEW DELHI-110021 by Speed Post.

The application should reach to the embassy no later than 30 April 2025 (Wed.).