

## **JOB VACANCY AT EMBASSY OF JAPAN, NEW DELHI**

The Embassy of Japan invites applications from candidates for the position of **Security Guard**.

**Job details are as follows:**

- 1. JOB TITLE:** Security Guard
- 2. JOB DESCRIPTION:** Duties and responsibilities of Security Guard include the following:
  - Perform Security Guard duties, skills like CCTV monitoring, visitor management, patrolling, emergency/fire safety etc.
  - Perform any other related duties as assigned by office.
- 3. QUALIFICATIONS & EXPERIENCE REQUIRED:**
  - **Educational:** Minimum of 12<sup>th</sup> Standard (Senior Secondary) and above
  - **Nationality:** Indian
  - **Age:** Below 40 years old.
  - **Work Experience:** Previous experience in the field of security is desirable.
  - **Health:** Physically fit (no chronic illness) and mentally healthy person.
  - **Language:** Fluent in English and Hindi.
- 4. WORK LOCATION:** Embassy of Japan, 50-G, Shantipath, Chanakyapuri, New Delhi – 110 021.
- 5. WORK TIMING:** Shift duty (Day, Evening and Night).
- 6. SALARY:** The starting salary will be determined based on the Embassy rules and regulations (Detail will be explained at the interview).
- 7. EMPLOYMENT PERIOD:** 3 years (Renewable)
- 8. CLOSING DATE:** 4<sup>th</sup> of July 2025
- 9. HOW TO APPLY:** Those who wish to apply for this position may submit his CV/Resume with a copy of valid identification card, passport size photo and copies of academic and work experience records to **Security Section, Embassy of Japan, 50-G, Shantipath, Chanakyapuri, New Delhi – 110 021 by post/courier**, clearly marked on the envelope **“Application for the post of Security Guard”**.

**Note:** Only the short-listed candidates will be contacted for interview.

**No telephonic enquires will be entertained.**