

JOB VACANCY AT THE EMBASSY OF JAPAN, NEW DELHI

The Embassy of Japan invites applications for the position of **an Assistant in the PR and Cultural Section.**

Details are as follows:

1. JOB TITLE: Assistant

2. JOB DESCRIPTION: Major duties and responsibilities of the Assistant include the following:

- (1) Public relations (media relations, information transmission via website and SNS)
- (2) Cultural activities (planning and management of cultural events)
- (3) People-to-people exchange (administration of scholarship and other people-to-people exchange programmes)
- (4) English language proofreading

3. ELIGIBILITY CRITERIA:

- (1) Indian nationals
- (2) Bachelor's degree or higher
- (3) Preferably under 35 years old
- (4) High Japanese Language Proficiency Test (N3 and above), or equivalent Japanese language ability
- (5) Experience of having studied and stayed in Japan for an extended period is preferred.
- (6) Excellent command of the English language – Applicants must have more than three years of experience in interpreting, translating, and proofreading, or have studied the English language at university or other institutions. English language proficiency certificate is preferred (minimum C1).
- (7) Good command of Hindi language
- (8) Good command of computer skills (Microsoft Word, Excel, PowerPoint, etc.)
- (9) A physically (no chronic illness) and mentally healthy person

4. WORK TIMING: 09:00 to 17:30 (Lunch break: 13:00 to 14:00), Monday to Friday.

5. SALARY: Starting salary will be determined based on the rules and regulations of the Embassy (We will explain the details during the interview).

6. APPLICATION DEADLINE: 15 September 2025

7. COMMENCEMENT OF THE JOB: 1 November 2025 (tentative)

8. EMPLOYMENT PERIOD: 3 years (renewable)

9. WORK LOCATION: Embassy of Japan, 50-G, Shantipath, Chanakyapuri,
New Delhi-110021

10. HOW TO APPLY: Those who wish to apply for this position are required to submit their C.V./Resume with a copy of valid identification card, one passport size photo and copies of academic and employment certificates to **the PR and Cultural Section, Embassy of Japan, 50-G, Shantipath, Chanakyapuri, New Delhi-110021** by post, clearly mentioning on the envelope “**Application for the post of Assistant.**”

Please note: We will only contact shortlisted candidates for an interview. Kindly refrain from making telephonic enquiries, as they will not be entertained.