

JOB VACANCY – Housekeeping Staff at EMBASSY OF JAPAN

The Embassy of Japan in India invites applications from suitable candidates for the position of **Housekeeping Staff** at the official residence of the Ambassador.

1. Qualification requirements

All applicants must satisfy each criteria detailed below:-

- A) Nationality: Indian or Non-Indian national with OCI.
- B) Age: Preferably under 40 years old.
- C) Previous experience in a Diplomatic Mission housekeeping, hospitality, hotel services, or a similar position is preferred.
- D) Physically (no chronic illness) and mentally healthy person.
After being selected as a candidate for the position, you will be required to provide a 'Health Certificate'.
- E) No criminal record in the past. After being selected as a candidate, you will be required to submit a 'Police Clearance Certificate'.
- F) Minimum High school education or equivalent level of education.
- G) Ability to speak, read and write proficiently in Hindi and English.
- H) Able to work overtime as necessary.
- I) Commuting time of within 1 hour is preferable from the work place..

2. Terms and conditions of employment

A) Salary :

Salary will be determined in accordance with the Embassy's rules taking into account of age, education and working experience.

(details will be explained at the interview).

B) Working days and hours :

6 days per week x 10.5 hours each (including 2.5 hours lunch break). (However, overtime work apart from the above hours may be required, if necessary).

C) Commencement of the employment :

Early August, 2026 (subject to change, if necessary).

D) Employment Contract :

3 years (subject to renewal)

3. Work Location

EMBASSY OF JAPAN, Ambassador's Residence, Plot No. 4 & 5, 50-G Shantipath, Chanakyapuri, New Delhi 110021.

4. Job description

- General housekeeping and cleaning of the residence (Dusting, mopping, vacuuming, and maintaining cleanliness of all rooms, bathrooms, and common areas).
- Assisting with table setting and serving during official functions and receptions.
- Ensuring high standards of cleanliness, hygiene, and presentation at all times.
- Assisting with other household duties as assigned by the Residence Manager/Supervisor.

5. How to Apply

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 photograph and copies of educational certificates & work experience records addressed to **“The Administrative Department, Embassy of Japan, Plot 4 & 5, 50-G Shantipath, Chanakyapuri, New Delhi – 110 021”** by Courier/Post. Please mention “Application for the post of Housekeeping Staff” on the top of the envelope. The application can be personally handed over to the Security Staff at our Embassy’s Main Gate Security Office before the deadline. The application should reach to the embassy no later than 30th June, 2026 (Tuesday).

6. Selection Procedure

The selection will be done with the screening of documents first. After the screening of documents (the first selection), we will contact only the selected candidates in order to inform the schedule of our first interview (schedule for early July’26). The shortlisted candidates from the first interview will be called for a second interview and will select a suitable candidate for the post. Please note that we will not contact those who were not selected for the interview.

Note:-

- **Only the short listed candidates will be contacted for the interview.**
- **No telephonic enquiries will be entertained.**
- **Submitted application documents will not be returned to the applicant.**
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