

### **Recruitment information (Consular Section)**

- Job Description

1. Visitor support related to passport services, certifications, family registry and nationality matters, overseas voting, My number card services, Japanese visa applications, etc.
2. Responding to external inquiries via phone, email, and mail
3. Japanese-English / Tamil translation
4. Other related duties associated with the above responsibilities

- Compensation

1. Salary: Determined based on academic background and work experience (Monthly salary system)
2. Social security benefits are provided.
3. Working Hours:  
Weekdays: 9:00 a.m. to 5 p.m. (Lunch break: 1:00 p.m. to 2:00 p.m.)  
Holidays: Saturdays, Sundays, and office closing days

- Requirements

1. Indian Citizen or OCI holders (Nationality not restricted)
2. No criminal record in India or abroad (Applicants passing the interview will be required to submit clearance certificate from police.)
3. Bachelor's degree
4. Competent English skills in speaking, reading, and writing (proficiency in Japanese is strongly preferred.)
5. Basic computer skills, including Microsoft Word, Excel, and PowerPoint

- Application procedure

Please submit the following documents via email:

1. Resume (with a photo attached)
2. Any supporting documents (e.g., Copy of certificate of Qualification, reference letters etc.)
3. Copy of photo page of your passport or Aadhaar card
4. Copy of OCI (non Indian citizen only)

- Application deadline: 24<sup>th</sup> December, Wednesday, 2025

※ Submission Email: [cgjpchen@ms.mofa.go.jp](mailto:cgjpchen@ms.mofa.go.jp)

Application methods other than email will not be accepted.

Only shortlisted candidates will be notified by email or phone for interview by the end of January.

- Contact : [cgjpchen@ms.mofa.go.jp](mailto:cgjpchen@ms.mofa.go.jp) (Kindly contact us via email)

We are unable to respond to queries regarding selection.