

JOB VACANCY IN CONSULATE-GENERAL OF JAPAN IN BENGALURU (CLERK)

1. Job Description:

Work Outline : Clerical work for our office(Seretary work and other office work)
Work Place : Consulate-General of Japan in Bengaluru
(1st Floor Prestige Nebula, No. 8-14, Cubbon Road, Bengaluru-560001)
Work Hours: Monday to Friday (8:30am ~ 12:30pm & 1:30pm ~ 5:15pm)

2. No. of Vacancies : 1 (one)

3. Qualifications Required :

- **Work Experience:** Those who are eligible to work here in India (regardless of nationality).
- **Health:** Person should be physically fit & healthy
- **Language:** Fluent in writing and reading in Japanese and English.
For non-Japanese nationals, JLPT N3 is required(Certificate should be attached)
Kannada preferred.
- **NO crime records both inside and outside of India**

4. How to Apply / Application Procedure :

Those who wish to apply for this position required to send the following by post **OR** email

- ① CV/Resume (Passport size photograph attached)
- ② A copy of valid official identification card
- ③ Other documents that may need

(Copies of language qualifications, relevant educational certificates or reference from former work place, if applicable)

• **Postal Address** : Consulate-General of Japan in Bengaluru, 1st Floor,
Prestige Nebula, No. 8-14, Cubbon Road, Bengaluru-560001.

• **Email Address**: cgjapan-blr@ig.mofa.go.jp

5. Last Date of Application : September 26st, 2022 by 12:00pm

NOTE: ✕Interviews will be conducted for those who have pass the document screening.