

The Consulate-General of Japan in Bengaluru invites applications (two locally hired staff member) to work in the Consular Section.

Interested candidates may send the required documents through mail by Friday, August 21, 2026.

1. Duties

- (1) Responsible for handling visitors at the Consular office for passports, certificates, Japanese visas etc.
- (2) Handling external inquiries by telephone, e-mail, and post.
- (3) Other related duties

2. Start of work

Middle of September 2026

3. Working hours

Monday to Friday, 5 days a week, from 8:30 a.m. to 5:15 p.m. However, overtime may be required.

4. Application Requirements

Applicants must be Indian citizens or have an OCI card or other residency status that allows them to work in India.

5. Preferred Requirements

- (1) Fluent in English (Japanese language skills are also desirable).
- (2) Basic computer skills such as Word, Excel, Internet, and e-mail.
- (3) Experience in the customer service industry is desirable.

6. Application Procedure

(1) Required documents:

- (I) Curriculum vitae (with photo and contact information)
- (II) Copies of English and Japanese language qualifications (if any)
- (III) Copy of Indian work permit (only for non-Indian nationals)
- (IV) Copy of photo identification card (passport, driver's license, etc.)

(2) Send To: cgi-japan-blr@ig.mofa.go.jp

7. Others

After screening the applications, the final successful applicant will be selected through an interview and other procedures. Please note that regardless of acceptance or rejection, CV's and other application materials will not be returned. We will not respond to any inquiries regarding this matter by telephone.