

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

Interested candidates may send the required documents through mail by Wednesday, September 30, 2026.

1. Duties

- (1) Responsible for assisting with accounting tasks such as procedures with banks and government offices, and ordering necessities
- (2) Searching and contacting with vendors and contractors
- (3) Other related duties

2. Start of work

Middle of October 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) N3 or higher in JLPT.
- (2) Basic computer skills such as Word, Excel, Internet, and e-mail.

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: cgjapan-blr@ig.mofa.go.jp
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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.