

**The Embassy of India, Tokyo is seeking individuals for the post of
Assistant Cum Technician/Multimedia Specialist**

Last date for applying: 13 December, 2025

Qualifications Required: Candidate must be a graduate from a recognized university, Good communication skills, preferably in English and Japanese Language, fluency (noting/drafting) in English and Japanese Language.

Salary: Starting ¥ 385,997/- per month and 3% yearly increment on salary.

Age: Preferably 20-35 Years old as on last date for applying.

Working Hours: 0900-1730 hrs (5 days a week). Selected candidate should be willing to work beyond prescribed office hours and on weekends/holidays, as and when need arises.

Skills & Experience: Computer Knowledge with emphasis on MS Word and Excel. Minimum work experience of one year preferably in the field of multimedia development, video editing, motion graphics, audio video production or handling of Audio, Visual & Lightening (AVL) system.

Mental and Physical Health: Candidate should be in good mental and physical health. At the time of offer of appointment, candidates need to submit a medical fitness certificate.

For Foreign Nationals other than Japanese: Only candidate having local work-permit/resident visa in compliance with local rules and regulations to work in Foreign Diplomatic Missions will be eligible for consideration.

How to apply:

- 1 Interested applicants must submit the following:
- 2 Detailed CV/Resume with a Cover letter
- 3 Filled Pro-forma Application Form (Link)
- 4 Passport size photograph
- 5 Copy of Educational Qualifications and Work Experience
- 6 Copy of Passport & Residence card

Submit your application to:

The Head of Chancery

Embassy of India

2-2-11 Kudan Minami, Chiyoda-ku, Tokyo 102-0074

Email: attadmn.tokyo@mea.gov.in

Tel. No.3262-2391 to 97 - (For enquiries between 0930 hrs to 1700 hrs)

Please note: Only those candidates suitable for the position will be contacted.

**Embassy of India
Tokyo**

PROFORMA OF APPLICATION FORM
Assistant Cum Technician/Multimedia Specialist

1. Name :
2. Nationality :
3. Date of Birth:
4. Current Address:
5. Contact Number:
6. Language Proficiency:

Language	Level of Proficiency (Speaking/reading/ writing)	Relevant Certification (if any)
English		
Japanese		
Mention others (if any)		

7. Academic Background:

S.No.	Institution name	Degree/ Course	Year	Achievement (s)

8. Work Experience:

S.No.	Organization name	Duration	Position	Key Responsibilities/ Achievements

* Please include relevant experience (if any).

Place:

(Signature of the applicant)

Date: