

**The Embassy of India, Tokyo is seeking individuals for the post of
Messenger**

Last date for applying: 06 July, 2026

Qualifications Required: Basic education (High School/Secondary School or equivalent) preferred. Good communication skills in English and Japanese Language. Knowledge of local Indian languages would be an added advantage.

Salary: Starting ¥ 264,382/- per month *and 3% yearly increment on salary.*

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

Skills: Good communication and interpersonal skills; basic knowledge of office procedures; proficiency in the use of computers, including MS Office applications (Word, Excel, Outlook), internet browsing, and email communication; Familiarity with office equipment such as printers, scanners, photocopiers, and adherence to workplace safety and security protocols.

Experience: Minimum 1-2 years of experience as a messenger, office assistant, or in a similar support role. Experience in using computers for routine office work, email correspondence, and maintaining basic records will be preferred.

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.

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
- 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.3262-2397 - (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
Messenger**

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		
Indian Language		
Other language (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:
applicant)

(Signature of the

Date: