

**The Embassy of India, Tokyo is seeking individuals for the post of  
Clerk on contingency basis**

**Last date for applying: 16 June 2026**

**Position:** One Clerk on contingency/temporary basis in the Embassy of India, Tokyo for a period of 3 months.

**Qualifications Required:** Candidate must be a graduate from a recognized university, having good computer knowledge, communication skills in English and Hindi/Indian language.

**Salary:** ¥317,258/- per month

**Age:** Preferably 20-40 Years old as on last date for applying.

**Experience:** 1-2 Years Secretarial/clerical experience preferred.

**Brief work profile:** Public dealing; answering enquiries over the counter and on phone/whatsapp/email; entry and maintenance of various data using relevant computer applications; typing/editing/printing of documents/papers; assisting in online application process; file/document management; other office duties as assigned by Embassy officers.

**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 (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: [sscons.tokyo@mea.gov.in](mailto:sscons.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**  
**For the position of Clerk on contingency basis**

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

<b>Language</b>	<b>Level of Proficiency (Speaking/reading/writing)</b>	<b>Relevant Certification (if any)</b>
English		
Hindi/ Indian language		
Mention others (if any)		

7. Academic Background:

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

8. Work Experience:

<b>S.No.</b>	<b>Organization name</b>	<b>Duration</b>	<b>Position</b>	<b>Key Responsibilities/Achievements</b>

\* Please include relevant experience (if any).

Place:

(Signature of the applicant)

Date: