

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

Last date for applying: Extended till 15 May, 2026

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.

Salary: Approximately JPY 500,000 per month.

Qualifications Required: *A degree from a recognized University. Certification in English proficiency such as TOEIC, TOEFL.*

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

Experience: At least 2-3 Years experience as translator/interpreter

Language: A highly proficient bilingual professional with strong command over Japanese and English, capable of delivering accurate and contextually appropriate translations under tight deadlines. Skilled in both written and verbal communication, with clear pronunciation, proper enunciation, and the ability to convey messages using culturally appropriate and polite expressions.

Skills: Possesses solid computer proficiency, particularly in MS Word and MS Excel, along with a typing speed of at least 30 words per minute, ensuring efficient documentation and formatting. Demonstrates attention to detail, reliability, and the ability to handle sensitive or official communication with professionalism and discretion.

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
For the position of Translator**

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) |
|--------------|-----------------------------|---------------------------|-------------|------------------------|
| | | | | |
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8. Work Experience:

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

* Please include relevant experience (if any).

Place:

(Signature of the applicant)

Date: