

Embassy of India, Tokyo

Vacancy Notice: Stenographer–Assistant

The Embassy of India, Tokyo is seeking applications from suitable candidates for the post of **Stenographer–Assistant**.

Last Date of Application: November 7, 2025

Starting Salary: ¥366,162 per month (With a yearly increment of 3% on the salary)

Qualifications and Requirements

- **Educational Qualification:** Graduate from a recognized university.
- **Skills Preferred:**
 - Good knowledge of English Stenography/Typing
 - Computer proficiency
 - Strong communication skills in English and Japanese
- **Age:** Preferably between 20–35 years as on the last date of application.
- **Experience:** 1–2 years of secretarial or clerical experience preferred.
- **Health:** Candidates should be in good mental and physical health.
 - A medical fitness certificate will be required at the time of the offer of appointment.

Eligibility for Foreign Nationals (Other than Japanese)

Only candidates having a valid local work permit/resident visa, in compliance with Japanese laws and regulations governing employment in foreign diplomatic missions, will be eligible for consideration.

Working Hours: 0900–1730 hrs (Monday to Friday)

Selected candidates must be willing to work beyond prescribed office hours & on weekends/holidays, as and when required.

Application Procedure :

Interested applicants must submit the following documents:

1. Detailed CV/Resume with a Cover Letter
2. Filled Application Proforma (attached)
3. One Passport-size Photograph
4. Copy of Educational Qualifications
5. Copy of Work Experience Certificate(s)
6. Copy of Passport and Residence Card

Application to be Submitted to:

The Head of Chancery

Embassy of India, Tokyo

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

Email: attadmn.tokyo@mea.gov.in

Tel: 03-3262-2391 to 97 (Enquiries between 1000–1200 hrs only)

Note:

Only shortlisted candidates suitable for the position will be contacted.

**Embassy of India
Tokyo**

Proforma of Application Formation
For the position of Stenographer- Assistant

1. Name:
2. Nationality :
3. Passport Details/ Japanese ID:
4. Date of Birth :
5. Current Address :
6. Contact number :
7. Language Proficiency :

Language	Level of proficiency (Speaking/ reading/ Writing)	Relevant Certification (if any)
English		
Japanese		
Other (if any)		

8. Academic Background :

Sl No	Degree/ Course	Year	Institution name	Achievements

9. Work Experience :

Sl No	Organisation Name	Duration	Position	Key Responsibilities/ Achievements

* Please include relevant experience, if any.

(Signature of applicant)

Place:

Date: