

The Consulate General of India, Osaka-Kobe is seeking individuals for the post of Clerk cum Typist (Temporary Post till 8th March, 2026)

Position : Clerk cum Typist (Temporary post till 8th March, 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.

Age: Preferably 20-35 years old

Salary: JPY 3,00,955/- and annual increments subject to satisfactory completion of service

Qualifications Required: Candidate must be a graduate from a recognised university, having good computer knowledge, communication skills in English & Japanese language, working knowledge (noting/drafting etc.) in English and Japanese language.

Experience: 1-2 years secretarial/clerical experience preferred. For Foreign national other than Japanese: Only candidates having local work-permit/resident visa etc., in compliance with local rules and regulations to work in foreign Diplomatic, Missions will be eligible for consideration.

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.

How to apply:

Interested applicants must submit the following:

1. Detailed CV/Resume with a Cover letter
2. Passport size photograph
3. Copy of Educations Qualifications and Work Experience

Submit your application by 5th May, 2025 to:

***The Head of Chancery
Consulate General of India, Osaka-Kobe
10 Floor, Lucid Square Semba
1-9-26, Kyutaromachi, Chuo Ward, Osaka-541-0056
Tel (Gen): 00-81-6-6261-7299/9299
Fax: 00-81-6-6261-7201
email- hoc.osakakobe@mea.gov.in
adm.osakakobe@mea.gov.in***