

**Consulate General of India
Osaka-Kobe**

The Consulate General of India, Osaka-Kobe is seeking application from individuals for the following posts:

1. Marketing Executive

Qualifications Required: Candidate must be a graduate from a recognised university, preferably in Marketing and Commerce subject/stream, possess good computer knowledge and should have working knowledge of English and Japanese languages.

Salary: Starting ¥ 300,000 per month and 3% yearly increment on basic salary up to ¥ 735,150.

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: 20 – 45 Years

Experience: 1-2 year's experience preferred.

2. Clerk-Cum-Typist (Temporary post till 08/03/2025)

Qualifications Required: Candidate must be a graduate from a recognised university, possess good computer knowledge and should have working knowledge of English and Japanese languages.

Salary: Starting ¥ 180,000 per month and 3% yearly increment on basic salary.

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: 20 – 45 Year's

Experience: 1-2 years experience preferred.

Japanese nationals will be given preference.

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. Filled Pro-forma Application Form (Link)
3. Passport size photograph
4. Copy of Educations Qualifications and Work Experience

Submit your application by 24 March, 2023 to:

The Head of Chancery

Consulate General of India, Osaka-Kobe

Address: 〒541-0056 Osaka, Chuo Ward, Kyutaromachi, 1 Chome-9-26 10

Email: hoc.osakakobe@mca.gov.in/admn.osakakobe@mca.gov.in

Tel. No.62617299/9299 - (For enquiries between 0930 hrs to 1700 hrs)

Please note: Only those candidates suitable for the position will be contacted

Consulate General of India
Osaka-Kobe)

PROFORMA FOR APPLICATION FORM

For the position of:

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)

8. Work Experience:

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

(Signature of the applicant)

Date:

Place: