

**JOB VACANCY (Driver, Administrative Section)**

**CONSULATE GENERAL OF JAPAN IN KOLKATA**

**OFFICIAL DRIVER**

**Workplace:** Consulate General of Japan in Kolkata, 55, M. N. Sen Lane, Tollygunge, Kolkata – 700 040, India

**No. of Vacancy:** 1 (One)

**QUALIFICATIONS AND REQUIREMENTS**

1. Nationality: Indian citizen.
2. Age: Below 50 years.
3. Criminal Record: No criminal record in India or abroad. A valid Police Clearance Certificate will be required from candidates selected after the interview.
4. Experience & Skills: Previous professional driving experience is desirable. Good knowledge of roads, routes, major buildings and important locations in Kolkata is required. The candidate must maintain safe and responsible driving, as well as courtesy, hospitality and professionalism when dealing with VIP guests.
5. Working day and hours: Generally 08:45-17:45, from Monday to Friday with 1 hour lunch break. However, the position often requires working in early morning hours and late at night as well as on Indian National and Regional holidays. 20 days of paid leave per year will be provided (Jan-Dec calendar year based).
6. Health & Personal Qualities: Physically fit and in good general health, with good eyesight. Candidates should maintain patience, emotional stability sound judgment, responsibility, a friendly and cooperative attitude, safe driving practices and professional conduct.
7. Languages: Good working knowledge of English, Bengali and Hindi.
8. Salary: It depends on candidate's experience, however, it would be around 30,000INR per month or more.

**APPLICATION PROCEDURE**

Applicants should submit the following documents directly to the Consulate or by email:

- CV/Resume with a recent photograph;
- Proof of Identity: Copy of the photo/data page of a valid passport or Aadhaar Card; and
- Supporting Documents: Relevant qualification certificates, employment certificates, reference letters and/or other documents demonstrating relevant experience.

**APPLICATION DEADLINE : 4:00 p.m., Friday, 16 October 2026**

**SUBMISSION DETAILS: Administrative Section**

**Consulate General of Japan in Kolkata**

**55, M. N. Sen Lane, Tollygunge, Kolkata – 700 040, India**

By Email: [kambo-kolkata@cc.mofa.go.jp](mailto:kambo-kolkata@cc.mofa.go.jp)

Applicants submitting by email should attach all required documents.

**SELECTION PROCESS & IMPORTANT NOTICE**

Only applicants shortlisted through document screening will be contacted for an interview. Candidates selected after the interview will be required to submit a Police Clearance Certificate and a Medical Examination Report issued by a public clinic or hospital recognized and approved by the Government of India.

All costs associated with obtaining the above certificates and medical examination shall be borne solely by the applicant.

Please note: Only shortlisted applicants will be contacted. The Consulate General of Japan in Kolkata is unable to respond to individual inquiries concerning the selection process, application status or results.