

Expression of Interest (Eoi)

For Engagement of Executive Assistant (On Contract) – MPEDA TPO Tokyo

The Marine Products Export Development Authority, Department of Commerce, Govt. of India invites Expressions of Interest (Eoi) from eligible and interested candidates for engagement as Executive Assistant in the Trade Promotion Office at Tokyo, Japan.

Last date of application: **04th March 2026**

Nature of Engagement

Contractual (as per applicable rules and terms)

Term of Employment

1-year, extendable upto maximum of 3 years based on the performance.

Eligibility Criteria

- Graduate in Science or Arts subjects, with 5 years work experience, or a Postgraduate in Science or Arts subjects, with 2 years work experience, suitable for executive/administrative support functions in administrative, secretarial, or executive assistance roles, familiarity with office procedures, liaisoning, coordination, accounting and documentation; and must have the ability to work in a multicultural and professional environment.
- Candidates must have good computer skills with certification in MS Office operations
- Candidates must have communication skills, fluency in English and Japanese language (read, speak, write) with noting and drafting skills in both these languages.
- Age: Between 25 to 35 years.

Terms and Conditions

1. The engagement shall be purely contractual in nature.
2. The qualifications and skill set shall be demonstrated through documentary evidences, and skill test as required.
3. The engagement does not confer any right to permanent appointment, absorption, or regularization in MPEDA or in any organization under the Government of India.
4. For Foreign national other than Japanese: Only candidates having work-permit/resident visa etc., in compliance with Japan's rules and regulations to work in foreign government departments, Diplomatic, Missions are eligible.
5. 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.
6. The appointee shall not be considered as an Indian Government servant and shall not be entitled to any benefits applicable to regular Indian Government employees, unless explicitly specified in the terms of the contract.

7. The contract may be extended on an annual basis, subject to:
 - Satisfactory performance,
 - Continued requirement of services, and
 - Approval of the Competent Authority.
8. The total period of engagement, including all extensions, shall not exceed three (3) years.

Remuneration and Allowances

- The appointee shall be paid a consolidated remuneration of JPY 300,000 or equivalent INR per month, which shall remain fixed in the initial one year, and an annual increment of 3% of the basic salary in the second and third year will be extended upon satisfaction of performance.
- The remuneration shall be inclusive of all allowances, unless otherwise specified.
- No additional benefits such as bonus, insurance, pension, gratuity, or provident fund shall be admissible unless expressly provided.
- Remuneration may be subject to applicable taxes and statutory deductions as per Japanese laws, as applicable.

Working hours

- 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.
- No claim for overtime allowance or compensatory leave, unless otherwise specified.

Leave

- The appointee shall be entitled to 2 days leave for every completed month of work. Though accrual of leave is permitted, the continuous leave period shall not exceed more than 5 working days.
- Leave shall not be claimed as a matter of right and shall be subject to prior approval of the Competent Authority.
- Unavailed leave shall lapse at the end of the contract period and shall not be encashed.

Scope of Work

The Executive Assistant engaged at the MPEDA Trade Promotion Office at Tokyo, Japan shall be responsible for supporting trade promotion, liaison, and coordination activities, with particular focus on strengthening seafood exports from India to Japan. The duties shall include, but not be limited to, the following:

- Maintaining effective liaison with the Embassy of India, relevant departments of the Government of Japan, importers, and other seafood trade-related organizations.
- Acting as a point of contact between MPEDA, Japanese trade bodies, and industry stakeholders.

- Assisting Indian exporters during international trade events, including the Tokyo Seafood Show, facilitates during visits of delegations to Japan, meetings, business interactions, and follow-ups between Indian exporters and Japanese buyers.
- Assisting in the organization and coordination of visits of Japanese buyers to India, in close coordination with MPEDA officers.
- Providing logistical and coordination support for incoming and outgoing trade delegations.
- Assisting in day-to-day office coordination and representation functions as required.
- Submitting timely market updates, trend analyses, and feedback to the Resident Director, MPEDA, Tokyo and MPEDA Headquarters.
- Maintaining the accounts of TPO Tokyo and timely submission to MPEDA Headquarters.

Termination of Contract

- The contract may be terminated by either party by giving three (3) month's advance notice in writing, or one month's remuneration in lieu thereof.
- MPEDA reserves the right to terminate the contract without notice, as prescribed above, in case of misconduct, breach of contract, unsatisfactory performance, or violation of terms and conditions.

Confidentiality

- The appointee shall maintain strict confidentiality of all official information, data, documents, and records accessed during the course of engagement. This obligation shall continue even after termination of the contract.

Jurisdiction

1. The engagement shall be governed by the laws of India in the case of appointments of Indian nationals, unless otherwise specified.
2. Any dispute arising out of or in connection with this engagement shall be subject to the jurisdiction of competent court in Ernakulam, Kerala, India.

Acceptance of Terms

- Submission of EoI and acceptance of the offer of engagement shall be deemed as unconditional acceptance of all the above Terms and Conditions

Submission of Expression of Interest (EoI)

Interested candidates may email their EoI along with the following to the Secretary, MPEDA **on or before 04th March 2026**. The email id is secretary@mpeda.gov.in

- Updated resume/CV
- Brief statement of interest and suitability for the position
- Relevant supporting documents

Conclusion

Interested and eligible candidates who possess the requisite qualifications, experience, and familiarity with the Japanese trade environment are invited to submit their Expression of Interest (EoI) within the stipulated time. The engagement aims to ensure continuity in trade promotion activities, effective liaison with stakeholders, and timely support to Indian exporters, particularly in the context of expanding market opportunities and upcoming international events.

The EoI should be submitted to the Secretary, MPEDA, Head Office, Kochi within one month of the Notification. The EoI must be submitted within the prescribed deadline. Submissions received after the due date may not be considered.
