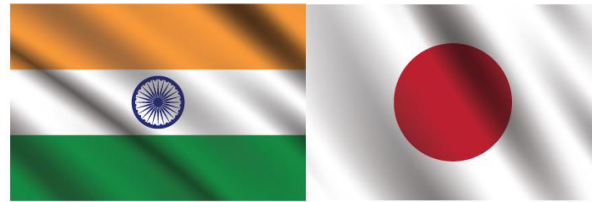




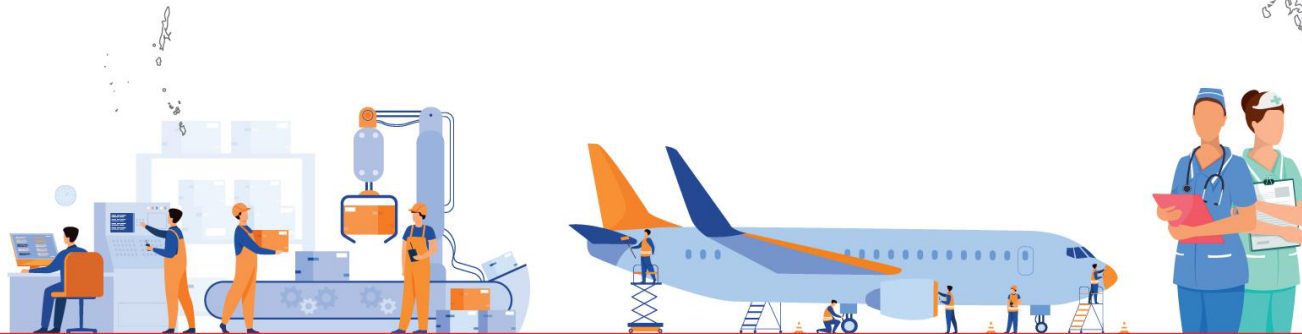
सत्यमेव जयते
Ministry of External Affairs
Government of India



ICM
INDIA CENTRE
FOR MIGRATION



PRE-DEPARTURE ORIENTATION TRAINING MANUAL ON SPECIFIED SKILLED WORKER SCHEME OF JAPAN

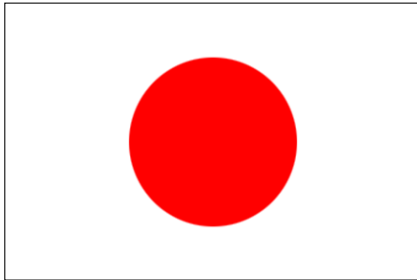


“Surakshit Jaaye, Prashikshit Jaaye, Vishwas ke Saath Jaaye”

Japan

Capital: Tokyo

Government Structure: Constitutional Monarchy



Major Language: Japanese

Religion: Shintoism,
Buddhism & Christianity

Head of the Government:
Prime Minister Yoshihide
Suga

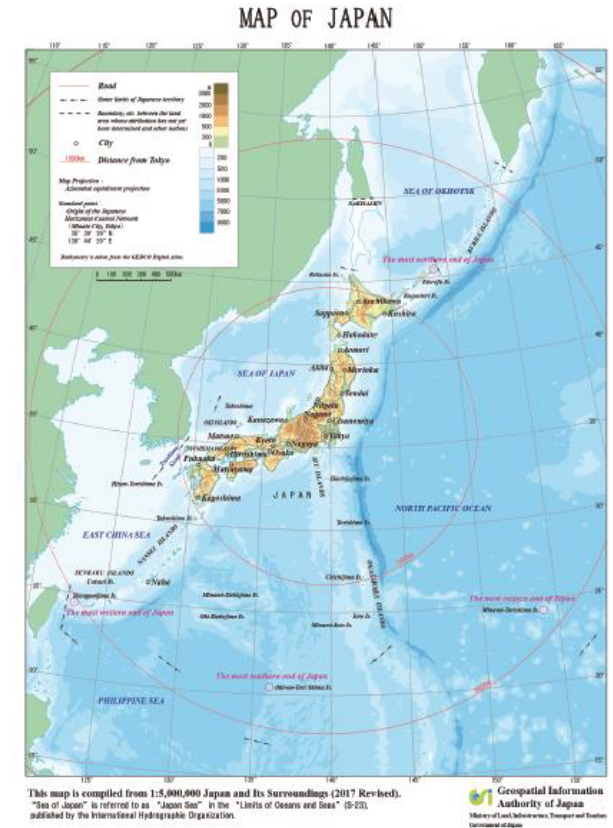
Head of the State: His
Majesty Emperor Naruhito



Indians in Japan : Around 40,000



Currency: Japanese Yen (JPY)
1 JPY = 0.70 INR & 1USD = 109 JPY



Public Holidays

- **New Year's Day – 1st January**
- **Coming of Age Day - Second Monday of January**
- **National Foundation Day – 11th February**
- **The Emperor's Birthday – 23rd February**
- **Vernal Equinox Day – 20 / 21 March**
- **Showa Day – 29th April**
- **Constitution Memorial Day – 3rd May**
- **Greenery Day – 4th May**
- **Children's Day – 5th May**
- **Marine Day – Third Monday of July**
- **Mountain Day – 11th August**
- **Respect for the Aged Day – Third Monday of September**
- **Autumnal Equinox Day – 22/ 23 September**
- **Health and Sports Day – Second Monday of October**
- **Culture Day – 3rd November**
- **Labour Thanksgiving Day – 23rd November**

Employment in Japan – Specified Skilled Workers Program

To deal with its labour shortage, the Government of Japan has established an initiative for increasing its intake of foreign workers under the 'Specified Skilled Workers Program'. As per this program, a new status of residence is established for foreign workers to gain more opportunities for employment in Japan. This program came into effect in April 2019. More details are available at <https://www.ssw.go.jp/en/> .

India and Japan have signed a Memorandum of Cooperation (MoC) establishing a basic framework for partnership for proper operation of the System pertaining to 'Specified Skilled Workers'. Under this program, Indian skilled workers moving to Japan for employment in the fourteen sectors underlined in the agreement would be given a new status of residence of 'Specified Skilled Worker' by Japan.

The 14 specified sectors in which Indian workers would be able to avail better job opportunities are as follows: Nursing care; Building cleaning; Material Processing industry; Industrial machinery manufacturing industry; Electric and electronic information related industry; Construction; Shipbuilding and ship-related industry; Automobile maintenance; Aviation; Lodging; Agriculture; Fisheries; Food and beverages manufacturing industry and Food service industry. There are total 73 operations under these 14 categories. <https://www.mofa.go.jp/files/000459527.pdf>

Projected Number of Vacancies under SSWs

| S No | Sectors | Projected Vacancies Till 2023 | SSWs in Japan (as of August 2020) |
|------|--|-------------------------------|-----------------------------------|
| 1 | Nursing care | 60,000 people | 284 |
| 2 | Building cleaning management | 37,000 people | 104 |
| 3 | Machine parts & tooling industries | 21,500 people | 621 |
| 4 | Industrial machinery industry | 5,250 people | 668 |
| 5 | Electric, electronics and information Industries | 4,700 people | 310 |
| 6 | Construction industry | 40,000 people | 534 |
| 7 | Shipbuilding and ship machinery industry | 13,000 people | 206 |
| 8 | Automobile repair and maintenance | 7,000 people | 68 |
| 9 | Aviation industry | 2,200 people | 10 |
| 10 | Accommodation industry | 22,000 people | 47 |
| 11 | Agriculture | 36,500 people | 1,130 |
| 12 | Fishery & Aquaculture | 9,000 people | 88 |
| 13 | Manufacture of food and beverages | 34,000 people | 2,674 |
| 14 | Food service industry | 53,000 people | 794 |

Specified Skilled Workers Program – Essential Information

- In Japan, the agency responsible for the implementation of this program is the Policy Planning Division, Immigration Services Agency.
- **Eligibility Criteria:** Candidates must be 18 years of age, must be in good health, and have passed the language and skills test.
- **Period of stay:** Renewed annually, every 6 months or every 4 months, for a maximum stay up to 5 years in total
- **Skill Standards:** Confirmed by exams, etc. (those who have completed Technical Intern Training (ii) are exempted from exams, etc.)
- **Japanese language level:** Proficiency in Japanese language required in daily life and at the workplace needs to be confirmed by exams, etc. (those who have completed Technical Intern Training (ii) are exempted from exams, etc.) – JLPT N4 level equivalent proficiency is necessary.

- **Accompanied by family members** : basically not permitted
- Eligible for support by Accepting Organizations or Registered Support Organizations
- Changing workplaces in the same job category (Type of work) can be permitted. Changing to a job in different job category in the same field can also be permitted if the skill level is recognized as similar to the current level through exams. Changing jobs to a different industrial field is also possible, if the similarity of the skill level is recognized between those job categories through exams
- The accepting organization can conduct recruitment activities directly overseas or through a mediating organization, etc.
- There are no payment of guarantee deposits or monetary penalties to be given to any broker or third party for gaining access to a employment contract under the Specified Skilled Workers program.

Labour Laws in Japan

Japan – Factsheet on Labour Laws

- There are three major labour laws, namely: the Labour Standards Law (LSL), the Trade Union Law (TUL) and the Labour Relations Adjustment Law (LRAL). The LSL regulates firstly working conditions and secondly the workplace safety and hygiene. The TUL guarantees the worker's right to organize and to bargain collectively, whereas labour management adjustments and means of dispute settlement are specified in the LRAL.
- As a rule, Japanese laws concerning labor apply to all employees in Japan, regardless of nationality. The Labor Standards Law stipulates that the employer shall not engage in discriminatory treatment with respect to wages, working hours or other working conditions by reason of nationality or other status of any worker (Article 3, Labor Standards Law).

Japan – Factsheet on Labour Laws

| | Specified Skilled Workers |
|--------------------|--|
| KEY LEGISLATION | <ol style="list-style-type: none">1. Labour Standards Law (LSL),2. Trade Union Law (TUL) and3. Labour Relations Adjustment Law (LRAL). |
| Working Conditions | |
| CONTRACT | Any contract needs to meet the standards set in the Labour Standards Law and any contract that does not do so will be invalid. |
| MINIMUM WAGE | A minimum wage is guaranteed to any employee, as stipulated in Art. 28 LSL and the Minimum Wage Act. The minimum amount is not specified in legislation but set and frequently adjusted by the Ministry of Health, Labour and Welfare in consultation with the Minimum Wage Deliberation Commission. This commission has a national and a local level and is composed of three delegations from among workers, employers and the public. |

Japan – Factsheet on Labour Laws

| | Specified Skilled Workers |
|----------------------|--|
| WORKING HOURS | The average working time as stipulated in Article 32 of the LSL is 40 hours per week and 8 hours per day. The employer must also provide at least one rest day per week as well as rest periods during working hours, at least 45 minutes after 6 working hours and one hour after 8 working hours (Arts. 34 and 35 of the LSL). |
| OVERTIME | Overtime work may also be stipulated by agreement of the employer and the trade union. Increased wages must then be paid within a range of no less than 25% and no more than 50% over the normal wage per working hour (Art. 37 of the LSL). |

Japan – Factsheet on Labour Laws

| | Specified Skilled Workers |
|-------------------------|---|
| PAYMENT OF WAGES | Remuneration shall be at least equal to the amount that would be paid to a Japanese person engaged in the same work. Wages must be paid to the workers in currency, directly, in full, at least once a month, and on a fixed date. (Article 24 of the labour Standard law). Concerning the payment in full, however, exceptions are made such as statutory deductions for taxes, employment insurance and agreed deductions for union dues, etc. |
| ANNUAL LEAVE | Annual leave with pay of the average wages is granted in Art. 39 of the LSL. The worker can claim it, only if he/she reported for work on at least 80% of the total working days. The number of annual leave days is related to the time the worker has already been employed in the enterprise counting only those years, in which the worker reported sufficiently for work. Upwards of 6 months of continuous employment, the worker can claim 10 days of annual leave. In the following two years, one day per year is added. However, the total number of annual leave days does not become more than 20 days. |

Japan – Factsheet on Labour Laws

| | Specified Skilled Workers |
|-----------------------------------|---|
| GRIEVANCES AND DISPUTE RESOLUTION | |
| LOGGING/ RESOLVING DISPUTE | <p>Labour disputes are settled as labour related civil cases. Settlements are regulated by the Civil Procedure Code from 1890, which was reformed in 1996, effective 1 January 1998, in order to shorten procedures. The employee files a complaint with the District Court as a court of first instance. Each District Court has jurisdiction over a region which in general corresponds to the given prefecture. The losing party in the first instance may appeal (Koso) the judgement of the District Court to a High Court. The party dissatisfied with the High Court's judgement may appeal (Jokoku) to the Supreme Court as the court of last resort but needs to succeed the procedure of admission first, since the Supreme Court can refuse the appeal in view of a lack of importance.</p> <p>If the employee complains about unfair labour practices, the Labour Relations Commission has jurisdiction (Art. 27 of the TUL). The decision of the Prefectural Labour Relations Commission is upon request reviewed by the Central Labour Relations Commission. Either party then may file an appeal to the court.</p> |



Essential Information to Reside in Japan



Essential Information for Living in Japan

- Long term residents are required to carry a residence card. Not carrying it is a violation of the Immigration Control and Refugee Recognition Act.
- Individuals cannot enter the property of another person as they may be charged with residential invasion as stipulated in the Penal Code.
- If you work without a status of residence that allows you to work, you will be illegally working.
- A Japanese driver's license is required to drive on public roads in Japan. A license can be obtained from a driver's license centre.

Behavioural Traits for Workplaces

Meeting and Greeting:

- Bowing is a common way to greet in Japan. Japanese people bow when they meet each other, say thank you, or say goodbye. An incline of the head in return to a bow will usually suffice.
- The exchange of business cards is a very important part of formal meetings in Japan and therefore, it is very important to always carry sufficient business cards. Please use both hands when giving or receiving cards and the same holds true for giving and receiving gifts.
- Many Japanese people don't like being photographed, so be sure to check and get permission before taking a photograph.

When using public transport or in public place:

- It is considered rude to speak on one's phone while in trains and buses, and announcements encourage travelers to switch phones to silent mode.
- People also tend not to speak loudly so as not to disturb fellow passengers.
- At busy times when waiting to board a train or bus, Japanese people form an orderly queue as per the lines drawn on the platforms.
- Cars drive on the left in Japan and pedestrians have right of way while crossing the road.
- Eating or drinking while walking in public places is considered disrespectful.
- There are not many dustbins in the cities, so it is advisable to carry one's garbage to be disposed of later.

Cultural Do's and Don'ts in Japan

When visiting temples or shrines:

- Visitors are expected to speak quietly in the main halls of the shrines or temples.
- Visitors are also expected to remove their shoes at the entrance.
- One important ritual for shrines is that before entering the shrine, visitors need to wash their hands and mouth using the water source in front of the shrine.

Eating and Drinking:

- Chopsticks are generally used for eating food in Japan. There are several do's and don't when it comes to the use of chopsticks. The main rule to remember is to not leave chopsticks standing upright in a bowl of rice or use them to pass food to another person's chopsticks as they are rituals associated with funerals.
- Most restaurants have forks and knives available and can be asked for if required.
- Some Japanese style restaurants expect visitors to remove their shoes at entrance and keep them in designated areas. Also, some restaurants have floor seating arrangements.
- There is no custom of tipping in Japan.

Language Proficiency in Japan

- **Japanese language level:** Proficiency in Japanese language required in daily life and at the workplace needs to be confirmed by exams, etc.
- In addition to JLPT test, there are other Japanese language qualifications test like NAT Test, J-Test.
- **Common greetings in Japanese -**
 - Ohayō gozaimasu = Good morning
 - *konnichiwa* = Good Afternoon
 - *Konbanwa* = Good Evening
 - Oyasumi nasai = Good night
 - *Mata ne* = see you (again)
 - Moshi Moshi = Hello over phone
 - Hai = Yes
 - Iie = No
 - O-negai shimasu = Please
 - Arigatō = Thank you
 - Dōitashimashite = You're welcome
 - Sumimasen = Excuse me
 - Gomennasai = I am sorry
 - Wakarimasen = I don't understand

More at <https://www.nhk.or.jp/lesson/> ; <https://www.erin.jpf.go.jp/en/> & <https://www.marugoto.org/en/about/>

Language Proficiency in Japan

- **Basic expressions in Japanese -**
 - Hello! How are you? - konnichiha! Ogenki desuka?
 - I'm fine! And you? - watakushiha genkidesu!Anataha?
 - See you tomorrow - Mata ashita
 - Good bye! - Sayonara!
 - What's your name? - onamaewo ukagaemasuka?
 - My name is ... - watakusino namaeha...
 - Where are you from? - dokokara kimasitaka?
 - I'm Indian - watakushiha indojin desu
 - Can you help me? - tetsudatte itadakemasuka?
 - Where is the nearest hospital? - ochiakkuno byoinha dokodesuka?
 - Yes / No / Maybe - (hi/iie/tabun
 - How much does this cost? / How much is it? - oikuradesuka?
 - Where is ...? - dokoni...?
 - I'm Hungry - onakagasukimasita
 - I'm Lost - watakushiha maigodesu
 - What time is it now? - ima nanjidesuka?
 - Sorry, my mistake. - sumimasen, watakushino machigaidesita!
 - Cash / Deposit / Bank - okane/yokin/ginko
 - Airport - kukou

Language and Skilling Requirements in Japan for SSW Program

Sector – wise Japanese language requirements

| S. No. | Sector | Language Proficiency Required | Content of Examination |
|--------|---|---|---|
| 1 | Nursing care | Japan Foundation Test (JFT) for Basic Japanese or Japanese Language Proficiency Test (JLPT) N4 or higher (In addition to the above Nursing care Japanese language evaluation test) | Content of Examination Sample questions (Japan Foundation website.) https://www.jpf.go.jp/jft-basic/sample/q01.html |
| 2 | Building cleaning management | Japan Foundation Test (JFT) for Basic Japanese or Japanese Language Proficiency Test (JLPT) N4 or higher | Content of Examination Sample questions (Japan Foundation website. https://www.jpf.go.jp/jft-basic/sample) |
| 3 | Machine parts & tooling industries | | |
| 4 | Industrial machinery industry | | |
| 5 | Electric, electronics, and information Industries | | |
| 6 | Construction industry | | |
| 7 | Shipbuilding and ship machinery industry | | |
| 8 | Automobile repair and maintenance | | |
| 9 | Aviation industry | | |
| 10 | Accommodation industry | | |
| 11 | Agriculture | | |
| 12 | Fishery & Aquaculture | | |
| 13 | Manufacture of food and beverages | | |
| 14 | Foodservice industry | | |

List of Japanese Training Centres

| City | Name of Centre | Address / Contact Person | Contact Details |
|-----------|--|---|--|
| New Delhi | 1 Nihongo Centre | Mr. Noriko Nasukawa 33 A, Ground Floor, Saidulajab, M. B. Road, Near Saket Metro Station, New Delhi – 110030 | http://nihongocenter.namaste.jp/ Phone: +91-11-41655170 / 65655408 / 9818040417(M) E-mail: nihongo@nihongocenterindia.com nasukawa@nihongocenterindia.com |
| | 2 Tsubomi Japanese Language Institute | Ms. Nakamura 60/9, 4th Floor, Next Building Of Sharma Electricals, Yusuf Sarai-Green Park, Delhi - 110016 | |
| | 3 Mombusho Scholars Association of India (MOSAI) | | T: +91(11)2331-3524 E-mail: mosai.india@gmail.com website: www.mosai.org.in |
| | 4 NihonKai | BF-30, Tagore Garden (Near Tagore Garden Metro Station, Gate No.1) New Delhi 110027 | website: http://www.japaneselanguage.co/ ph.: +91-99997-98094, +91-11-47353843 |
| | 5 Furusawa Japanese Language Academy | 110027 Delhi, New Delhi, Rajouri Garden, Block G, Second FLOOR | Ph.: 098133 24567 website: furusawaacademy.com |

List of Japanese Training Centres

| City | Name of Centre | Address / Contact Person | Contact Details |
|---------|-------------------------------------|--|--|
| Dwarka | 6 Sakura Foreign language institute | RZ-8A 2nd Floor, Patel Tower, Dwarka Sector 6, Delhi - 110075 | https://indiawja.com/ Mob: 9858585570, 9858585571 Email: india.wja@gmail.com , info@indiawja.com |
| | 7 Wakaba | Plot No. 69, Sector 27 Gurgaon 122009 1402, Ground Floor, Phase4, Sector28, Gurgaon | |
| Gurgaon | 8 Misao India Private limited | Plot No.3,Kehar Singh Estate, Lane No. 02,Saidulajab, Saket, Delhi No.513,5th Floor, Ocean Complex P-6,Sector18,Noida | website: https://misao.in/ |

List of Japanese Training Centres

| City | Name of Centre | Address / Contact Person | Contact Details |
|--------|----------------|--|--|
| Mumbai | 9 | Teachers Association of Japanese (TAJ) | T: +91(98)7000-5997 +91(75)0693-4758/4759 F: +91(22)2577-1418 E-mail: taj.mumbai@gmail.com website: www.taojmumbai.com |
| | 10 | Fujiwara Japanese Language Institute | 10, Shankar Mahal Building, Sophia College Lane, Breach Candy, Warden Road, Mumbai, Maharashtra 400026 Ph.: 076661 52391 http://www.japaneseclassesmumbai.com/ |
| | 11 | Academy Of Japanese Language And Culture | House No. E - 1/ 402, Kalpita Enclave, Sahar Road, Andheri East, Mumbai, Maharashtra 400069 Ph. : 022 2682 0786 |
| | 12 | Global Connections- Japanese Language Academy | Devangini, 502, Shahaji Raje Marg, Vile Parle East, Mumbai, Maharashtra 400057 Ph.: 098204 55450 http://www.globalconnexions.org/ |
| | 13 | Supriya's Japanese Language Services | 13, Pradhan Bhuvan, Second Floor, Akshikar Marg, Dadar West, Mumbai, Maharashtra 400028 Ph.: 098922 56858 http://www.sglc.co.in/ E: info@sglc.co.in |

List of Japanese Training Centres

| City | Name of Centre | Address / Contact Person | Contact Details |
|-------------------------------------|---|---|--|
| Mumbai | 14 Sensei Academy of Japanese Language | Lokhandwala Complex, Kandivali (E), Mumbai, Maharashtra 400101 | Ph.: 098330 30603 https://www.hugedomains.com/domain_profile.cfm?d=senseiacademy&e=com |
| | 15 Nikko Language Services | Plot No, 510, Janardan apartments, 6, Dadabhai Cross Rd, Andheri West, Mumbai, Maharashtra 400058 | Ph.: 093210 76049 https://nikkolanguageservices.com/index.html |
| | 16 TSUNDOKU JAPANESE LANGUAGE STUDIES | Dhokali, Kolshet Rd, Kailash Nagar, Thane West, Thane, Maharashtra 400607 | |
| | 17 Kaizen Linguistics Foreign Language Consultants | Marathon Max, 102, LBS Marg, above Kotak Mahindra Bank, Junction, Mulund West, Mumbai, Maharashtra 400080 | Ph.: 022 6742 0706 http://www.kaizenlinguistics.com/ |
| 18 Indo-Japanese Association Mumbai | Oricon House, 7th flr, 12 K.Dubhash Marg, Kalaghoda, Fort, Mumbai, Maharashtra 400001 | Ph.: 022 2287 3027 , http://indojap.in/ | |

List of Japanese Training Centres

| City | Name of Centre | Address / Contact Person | Contact Details |
|---------|---|---|--|
| Pune | 19 Japanese Language Teachers' Association, PUNE (JALTAP) | | T: +91(20)2426-6463 E-mail: jaltap123@gmail.com website: altap.org.in |
| Chennai | 20 ABK-AOTS DOSOKAI, Tamil Nadu Centre, Chennai | | T: +91(44)2374-0318 F: +91(44)2374-3575 Email: Abkaots@gmail.com, Rangaots@gmail.com website: http://abkaotschennai.com/ |
| | 21 Nihon Edutech (CII Partner) - Chennai | Chennai : No.4 7th Street, Tansi Nagar, Velachery. Chennai - 600 042. Tirunelveli Campus : RECT Polytechnic College, South Vijayanarayanam. Tirunelveli District, Tamil Nadu | T: +91 89395 81615 email: krish@nihonedutech.com website: www.nihonedutech.com |
| | 22 Trust Tokyo Japanese Language School Chennai | Dev Regency, 3B, #11, 1st Main Rd, Gandhi Nagar, Adyar, Chennai, Tamil Nadu 600020 | 099405 53312 http://www.trusttokyo.com/ |

List of Japanese Training Centres

| City | Name of Centre | Address / Contact Person | Contact Details |
|------|--|---|---|
| | | | Chairman :Mr. Hiroshi Uchida +91 93848 38330, +91 (044) - 42016215 info@jlpt.in www.jlpt.in |
| | 23 Sun Well Japanese Language Academy | 25/4, M.K. Towers, Basement, Arcot Road, Virugambakkam, Chennai 600 092 | |
| | 24 Japanese Pro | Old No. 35/1, Bhakthavachalam Colony I Street Vadapalani | +919840984601 vmanikripa@yahoo.com http://www.japanesepro.com/home.html |
| | 25 NAVIS | 715-A, 7th Floor, Spencer Plaza, Suite No # 655, Mount Road Anna Salai, Chennai - 600 002 | TEL: 044-28158900 https://www.navis.in/ |
| | 26 STJS : Sensei - The Japanese School, Chennai | http://www.stjs.in/ | +91 9790792197 sensei@stjs.in |
| | 27 NC Daruma Language Academy at Ambattur in Chennai | http://www.ncdlanguageacademy.com/ | 91-9600089470 ncdaruma@gmail.com |
| | 28 Kouben Japanese Language Center | Velachery, Chennai, | |

List of Japanese Training Centres

| City | Name of Centre | Address / Contact Person | Contact Details |
|-----------|---|--|--|
| Karur | 29 Japanese Language Teachers Association | | T: +91-9361851191/91-9626642191 Email: jaltrast@gmail.com website: https://jaltra.org |
| Bangalore | 30 Sakuraa Nihongo Resource Centre | 2nd floor, No.1, 18th Cross Rd, Malleshwaram, Bengaluru, Karnataka 560055 | https://snrc.co.in/?utm_source=local&utm_medium=organic&utm_content=gmb08023464677 |
| | 31 Bangalore Nihongo Kyooshi-kai (BNK) | | T: +91-7338073002 Email: jlptbnk07@gmail.com, pr.bangalorenihongokyoushikai@gmail.com website: https://www.facebook.com/bangalorenihongokyoushikai.bnk Website: http://bnkindia.in |
| | 32 Japanese Language School | No 125, Subh Shree 1st Main Road opp:, opp. OI play school, MLA Layout, RT Nagar, Bengaluru, Karnataka 560032 | 080 2354 5503 http://japaneselanguageschoolindia.com/info@japaneselanguageschoolindia.com |
| | 33 NILI - Japanese Language Institute | 315,Cave Temple Road, Opposite BGS School Bannerghatta Road, Near Meenakshi Mall, Bengaluru, Karnataka 560076 | 099803 88994 http://www.nilijapanese.com/info@nilijapanese.com |

List of Japanese Training Centres

| City | Name of Centre | Address / Contact Person | Contact Details |
|--------------|--|---|---|
| | 34 Japanese language school, JapLang | Indo Asian group of institute, Outer Ring Rd, inside Indo Asian college, Meganahalli, Kalyan Nagar, Bengaluru, Karnataka 560043 | 097419 54205 http://www.japlang.co.in/ infojaplang@gmail.com |
| | 35 Sakuraa Nihongo Resource Centre | 2nd floor, No.1, 18th Cross Rd, Malleshwaram, Bengaluru, Karnataka 560055 | 080 2346 4677 https://snrc.co.in/?utm_source=local&utm_medium=organic&utm_content=gmb |
| Hyderabad | 36 Japanese Language Institute In Hyderabad | Flat no . 102, H.No. 2-41/11/6, Prashanth Nagar Shaik Miya House, Opp. To Harsha Toyota Showroom Kondapur road, near to kothaguda TCS, Bela Cross Rd, Hyderabad, Telangana 500084 | https://indojapaneseacademy.com/ Mobile : +91 93924 40899 indojapaneseacademy@gmail.com indojapaneseacademy@gmail.com |
| - | 37 Hanu Institute of Foreign Languages pvt ltd | Flat No – 306, 3rd Floor, Nilgiri Block, Aditya Enclave, Ameerpet. Hyderabad, Telangana 500016 | https://www.hanuforeignlanguages.com/japanese-language-course-in-hyderabad/ Phone: 9700079000 info@hanuforeignlanguages.com |
| Santiniketan | 38 Visva-Bharati | | T: +9194334-68569 F: +913463-262672 website: http://www.visvabharati.ac.in/ E-mail: info@visva-bharati.ac.in |

List of Japanese Training Centres

| City | Name of Centre | Address / Contact Person | Contact Details |
|-------------------|---|---|---|
| Kolkata | NILI - Japanese Language Institute, | 82, Kali Kumar Majumdar Rd, Subodhpark, Santoshpur, Kolkata, West Bengal 700075 | Ph.: 7406891757/ 9980388994 |
| | 39 Kolkata South | | info@nilijapanese.com http://www.nilijapanese.com/ T: +91(33)2475-3773 |
| | The Indo-Japan Welfare and Cultural Association | A.E. 234a, Part 1 Community Centre, Salt Lake City, Near Tank No.4, Kolkata, West Bengal 700064 | E-mail: gbdnb2003@yahoo.co.in] E-mail: iindojapanwca@gmail.com website: http://www.ijwca.org |
| | 40 | | |
| | 41 Japanese Language Academy | | Ph.: 033 2359 0019 Ph.: 9831751592 |
| | 42 Japanese Language School | A-9/1-A, Kalyani Station Rd, Block A9, Block A, Kolkata, West Bengal 741235 | 8961992063 http://www.kil-india.org/ |
| | 43 Taishi Japanese Language Institute | 85/C/3, Hridaypur Station Rd, Kailas Nagar, Hridaypur, Kolkata, West Bengal 700127 | info@tilis.com https://www.tjcarterlaw.com/ www.murasakicenter.com murasakiitanagar@gmail.com +91-9871449880 |
| Arunachal Pradesh | 44 Murasaki Center for Japanese and Korean Studies | The Etes, Vivek Vihar, Type V, Itanagar, Arunachal Pradesh, 791111 | |

Japanese Language Learning App

- The Organization for Technical Intern Training (OTIT) has released a Japanese language education app "GENBA NO NIHONGO" on the Apple Store and Google Play.
- This app has been developed to support potential migrant workers to be able to learn Japanese voluntarily during pre-entry training, post-entry training, training period, etc.
- Currently, the app has learning contents for job categories of "Machinery & metal" and "Food manufacturing". The app is available in English.
- If you are using iPhone, please click here (Apple Store):
https://apps.apple.com/us/app/%E3%81%92%E3%82%93%E3%81%B0%E3%81%AE%E3%81%AB%E3%81%BB%E3%82%93%E3%81%94-genba-no-nihongo/id1555653931?itsct=apps_box&itscg=30200
- If you are using Android, please click here (Google Play):
https://play.google.com/store/apps/details?id=genba_no_nihongo.mobileapp
- Japanese learning materials and app on OTIT website: (you can find the QR codes and links)
<https://www.otit.go.jp/kyozai/>

Sector – wise skill requirements

| S. No. | Sector | Testing Subcategories | More Information |
|--------|------------------------------|--|---|
| 1 | Nursing care | Nursing care (assistance with bathing, feeding, and excretion responding to the physical and mental condition of the user), Other related support services (assistance with recreation and functional training, etc.) | Ministry of Health, Labour and Welfare conducts the test. https://www.mhlw.go.jp/stf/newpage_000117702.html Website of Prometric http://ac.prometric-jp.com/testlist/nc/index.html Sample questions Nursing care skills evaluation test https://www.mhlw.go.jp/content/12000000/000503363.pdf Nursing care Japanese language evaluation test https://www.mhlw.go.jp/content/12000000/000503364.pdf Study Material for Nursing Care Skills Evaluation Test (English) http://www.jaccw.or.jp/pdf/home/foreign/2020/kaigono_tokutei_ginou_en_20200324.pdf |
| 2 | Building cleaning management | - Interior building cleaning [1 test category] | Japan Building Maintenance Association (Only Japanese) https://www.j-bma.or.jp/qualification-training/zairyu Study material (DVD) available for purchase (with English subtitle): https://bmtc-books.shop-pro.jp/?pid=152649518 Practical skill test https://www.j-bma.or.jp/wp-content/uploads/2019/12/2019tokutei_mondai_v2.pdf Paper test https://www.j-bma.or.jp/wp-content/uploads/2019/12/2019tokutei_mondai_v2.pdf |

Sector – wise skill requirements

| S. No. | Sector | Testing Subcategories | More Information |
|--------|--|--|--|
| 3 | Machine parts & tooling industries | <ul style="list-style-type: none"> ▪ Casting ▪ Factory sheet metal work ▪ Machinery inspection ▪ Forging ▪ Plating ▪ Machine maintenance ▪ Die casting ▪ Aluminum anodizing treatment ▪ Painting ▪ Machining ▪ Welding ▪ Metal press ▪ Finishing [13 test categories] | <p>Ministry of Economy, Trade, and Industry https://www.sswm.go.jp/en/exam_f/ Content of Examination Sample questions Sample questions for each category are posted on the Ministry of Economy, Trade, and Industry website, and for reference, the paper test and practical test of the casting are listed.</p> |
| 4 | Industrial machinery industry | <ul style="list-style-type: none"> ▪ Casting ▪ Factory sheet metal work ▪ Electronic equipment assembly ▪ Forging ▪ Plating ▪ Electric equipment assembling ▪ Die Casting ▪ Finishing ▪ Printed wiring board manufacturing ▪ Machining ▪ Machinery inspection ▪ Plastic molding ▪ Painting ▪ Machinery maintenance ▪ Metal press ▪ Iron work ▪ Industrial packaging ▪ Welding [18 test categories] | <p>Paper test (Sample) https://www.sswm-e.go.jp/pdf/01_gakka.pdf Practical skill test (Sample) https://www.sswm-e.go.jp/pdf/01_jitsugi.pdf</p> |
| 5 | Electric, electronics and information Industries | <ul style="list-style-type: none"> ▪ Machining ▪ Machinery maintenance ▪ Painting ▪ Metal press ▪ Electronic equipment assembly ▪ Welding ▪ Factory sheet metal work ▪ Electric equipment assembling ▪ Industrial packaging ▪ Plating ▪ Printed wiring board manufacturing ▪ Finishing ▪ Plastic molding [13 test categories] | |

Sector – wise skill requirements

| S. No. | Sector | Testing Subcategories | More Information |
|--------|--|---|--|
| 6 | Construction industry | <ul style="list-style-type: none"> ▪ Formwork construction ▪ Plastering ▪ Concrete pumping ▪ Tunnel Propulsion ▪ Construction machinery and construction ▪ Earthwork ▪ Roofing ▪ Telecommunications ▪ Reinforcement construction ▪ Reinforcing bar joints ▪ Interior finishing/material mounting ▪ Scaffolding ▪ Carpentry ▪ Plumbing ▪ Building sheet metal work ▪ Heat-retention and cool-retention ▪ Spray urethane insulation ▪ Offshore civil engineering [18 test categories] | <p>Japan Association for Construction Human Resources https://jac-skill.or.jp/exam_en.html</p> <p>Content of Examination Sample questions for each category are posted on Japan Association for Construction Human Resources website, and for reference, the paper test and practical test of the formwork construction are listed.</p> <p>Paper test (Sample) http://www.nikkendaikyou.or.jp/ssw/ka_sample.pdf</p> <p>Practical skill test (Sample) http://www.nikkendaikyou.or.jp/ssw/ka_skilltest.pdf</p> |
| 7 | Shipbuilding and ship machinery industry | <ul style="list-style-type: none"> ▪ Welding ▪ Finishing ▪ Plastering ▪ Machining ▪ Iron work ▪ Electrical equipment assembling [6 test categories] | <p>NIPPON KAIJI KYOKAI (ClassNK) https://www.classnk.or.jp/hp/en/authentication/evaluation/index.html</p> <p>Content of Examination Sample questions (Those posted on the website of Nippon KAIJI KYOKA) Paper test (Welding) https://www.classnk.or.jp/hp/pdf/authentication/evaluation/guide/wellding/sample_wellding.pdf</p> |

Sector – wise skill requirements

| S. No. | Sector | Testing Subcategories | More Information |
|--------|-----------------------------------|--|--|
| 8 | Automobile repair and maintenance | <ul style="list-style-type: none"> Automobile everyday inspection and maintenance, Regular inspection and maintenance, Disassembly [1 test category] | <p>Japan Automobile Service Promotion Association (Partially available for English) https://www.iaspa.or.jp/mechanic/specific-skill Website of Prometric (Available for English) http://ac.prometric-jp.com/testlist/automobile/index.html Content of Examination Sample questions (Those posted on the website of Japan Automobile Service Promotion Association) Paper test - https://www.iaspa.or.jp/Portals/0/resources/jaspahp/user/specific-skill/pdf/Theorytest questions.pdf Practical skill test https://www.iaspa.or.jp/Portals/0/resources/jaspahp/user/specific-skill/pdf/Practicaltestquestions_2.pdf</p> |
| 9 | Aviation industry | <ul style="list-style-type: none"> Airport ground handling (ground driving support services, baggage, and freight handling services) • Aircraft maintenance (maintenance of aircraft and equipment, etc.) [2 test categories] | <p>Japan Aeronautical Engineers Association(JAEA) https://www.jaea.or.jp/exam Content of Examination Sample questions (Those posted on the website of Japan Aeronautical Engineers' Association(JAEA)) Aircraft maintenance https://www.jaea.or.jp/wp-content/uploads/2020/12/samplequestions_maint_201221.pdf Airport ground handling https://www.jaea.or.jp/wp-content/uploads/2020/12/samplequestions_gh_201221.pdf</p> |

Sector – wise skill requirements

| S. No. | Sector | Testing Subcategories | More Information |
|--------|------------------------|--|---|
| 10 | Accommodation industry | <ul style="list-style-type: none"> Providing accommodation services, such as working at the front desk, planning/public relations, hospitality, restaurant services [1 test category] | <p>General Incorporated Association Center for Accommodation Industry Proficiency Test</p> <p>https://caipt.or.jp/tokuteiginou</p> <p>Content of Examination</p> <p>Sample questions (Those posted on the website of the General Incorporated Association Center for Accommodation Industry Proficiency Test)</p> <p>https://caipt.or.jp/download/20190414_kakomon.pdf</p> |
| 11 | Agriculture | <ul style="list-style-type: none"> General crop farming (cultivation management, collection/shipping/sorting of agricultural products, etc.) General livestock farming (breed management, collection/shipping/sorting of livestock products, etc.) [2 test categories] | <p>National Chamber of Agriculture</p> <p>https://asat-nca.jp/en/</p> <p>Website of Prometric</p> <p>http://ac.prometric-jp.com/testlist/agriculture/index.html</p> <p>Content of Examination</p> <p>The National Chamber of Agriculture website does not contain sample questions, but it does contain learning textbooks.</p> <p>Learning textbooks</p> <p>https://asat-nca.jp/textbook/</p> |

Sector – wise skill requirements

| S. No. | Sector | Testing Subcategories | More Information |
|--------|-----------------------------------|--|---|
| 12 | Fishery & Aquaculture | <ul style="list-style-type: none"> ▪ Fishery (production and repair of fishing gear, search for marine animals and plants, operation of fishing gear and machinery, the capture of marine animals and plants, processing and storage of catch, ensuring health and safety, etc.) ▪ Aquaculture industry (production, repair and management of aquaculture materials, breed management, collection (harvesting) and processing of aquaculture animals and plants, ensuring health and safety, etc.) - [2 test categories] | <p>Japan Fisheries Association https://suisankai.or.jp/skill/ Website of Prometric http://ac.prometric-jp.com/testlist/aquaculture/index.html Content of Examination The Japan Fisheries Association website does not contain sample questions, but it does contain learning textbooks. Learning textbooks https://suisankai.or.jp/skill</p> |
| 13 | Manufacture of food and beverages | <ul style="list-style-type: none"> ▪ General food and beverage manufacturing (manufacturing/processing and health and safety of food and beverages (excluding liquor) [1 test category] | <p>Organization for Technical skill Assessment of Foreign workers in Food industry (OTAFF) https://otaff.or.jp/ Website of Prometric (Available for English) http://ac.prometric-jp.com/testlist/food-and-beverages/index.html Content of Examination The Organization for Technical skill Assessment of Foreign workers in the Food industry (OTAFF) website does not contain sample questions, but Japan Food Industry Center does contain learning textbooks. https://www.shokusan.or.jp/news/3199/ https://www.shokusan.or.jp/wp-content/uploads/2020/11/ki-20201110-1.pdf</p> |

Sector – wise skill requirements

| S. No. | Sector | Testing Subcategories | More Information |
|--------|-----------------------|--|---|
| 14 | Food service industry | <ul style="list-style-type: none"> General restaurant industry (food and beverage processing, customer service, store management) [1 test category] | <p>Organization for Technical Skill Assessment of Foreign Workers in Food industry (OTAFF) https://otaff.or.jp/</p> <p>Website of Prometric http://ac.prometric-jp.com/testlist/food_service/index.html</p> <p>Content of Examination</p> <p>The Organization for Technical skill Assessment of Foreign workers in Food industry (OTAFF) website does not contain sample questions, but Japan Foodservice association does contain learning textbooks. https://www.jfnet.or.jp/contents/gaikokujinzai/</p> <p>Study Material</p> <p>Customer Service(in English): http://www.jfnet.or.jp/contents/files/gaikokujinzai/jf_customer_service_text_en.pdf</p> <p>Food and Drink (in English): http://www.jfnet.or.jp/contents/files/gaikokujinzai/jf_preparation_of_food_and_drink_text_en.pdf</p> <p>Hygiene Control (in English): http://www.jfnet.or.jp/contents/files/gaikokujinzai/jf_hygiene_controls_text_en.pdf</p> |

List of Skilling Centres

| S. No. | Name of Institute | Sector | Point of Contact | Website |
|--------|---|--|---|---|
| 1 | New Delhi Institute of Management (NDIM) | Multi-sector | Mr. VM Bansal Chairman, New Delhi Institute of Management (NDIM), New Delhi E:vmbansaldda@ndimdelhi.org/chairman@ndimdelhi.org P:40111000/29956566/67/68/69 M:9810160310 | https://www.ndimdelhi.org/ |
| 2 | Global Trade Resources (NSDC recognised TITP partner) | <ol style="list-style-type: none"> 1. Nursing Care 2. Construction 3. General In Pipeline: <ol style="list-style-type: none"> 1. Aviation 2. Food Services & Food Beverages Manufacturing 3. Electric and Electronic Information 4. Lodging | Mr. Selyucus Markus Company -Global Trade Resources Designation –Director Mobile -9810012018 Email: selyucus@g-t-r.jp | https://ajlschool.com/ |

List of Skilling Institutes

| S. No. | Name of Institute | Sector | Point of Contact | Website |
|--------|---|--------|--|---|
| 3 | Mass Skilltech Pvt. Ltd | | 10-Masjid Moth, Greater Kailash -2, New Delhi - 110048011-29218542 (Ext: 454),8800744644011-29218541Email - info@massskilltech.com | https://www.massskilltech.com/ |
| 4 | OISCA North India | | Ms. Ritu Prasad +91 9810226699 https://www.linkedin.com/in/ritu-prasad-b426b927/?originalSubdomain=in | |
| 5 | OISCA International, South Indian Chapter | | Mr. M. Aravind Babu OISCA YOUTH CENTREUKS ROAD, CALICUT - 673001, KERALA, INDIA0495-2760360 ababusan@gmail.comoiscaindia@gmail.com | |
| 6 | Symbiosis International University | | Dr. Rajani Gupte, Vice Chancellor Email: vc@siu.edu.in EA: Mr. Madhav Email: madhav@symbiosis.ac.in Mob: +919623440370; | |

List of Skilling Institutes

| S. No. | Name of Institute | Sector | Point of Contact | Website |
|--------|---|--------|--|---------|
| 7 | VIT University | | Dr. Rambabu Kodali Vice Chancellor Email: vc@vit.ac.in EA: Mr. Sekar Email: sekar.office@vit.ac.in Mob: +919442203473 | |
| 8 | Manipal Academy of Higher Education | | Lt. Gen. (Dr.) M D Venkatesh Vice Chancellor Email: vicechancellor@manipal.edu EA: Mrs. Hilda Cornelio Email: hilda.lewis@manipal.edu Mob: +919945271585 | |
| 9 | Hindustan Institute of Technology and Science | | Dr S N Sridhara Vice Chancellor Email: vc@hindustanuniv.ac.in EA: Mob: +917401490376; vcsecretary@hindustanuniv.ac.in | |
| 10 | NSDC empanelled TITP Sending Organizations | | https://nsdcindia.org/about-titp#sending-org | |



Important Helpline numbers in Japan

| Helpline | Numbers |
|--|--|
| The 24-hour toll-free number | MEA operated helpline number- 011-40503090 |
| Embassy of India in Japan https://www.indembassy-tokyo.gov.in/ | +81 3 3262-2391 to 97, Email: iec.tokyo@mea.gov.in Emergency Contact number after office hours and on holidays: +81 80 3301 5242 |
| Consulate General of India Osaka Kobe https://www.indconosaka.gov.in/ | Telephone :00-81-06-4963-3219 |
| MADAD | www.madad.gov.in |
| Police emergency | Urgent (110) ; Lost & Found (03) 3814-4151; General Information (03) 3503-8484 (English) |
| Fire/Ambulance | 119 |
| Hospital Information | (03) 5285-8181 |
| Ministry of Labour | -- |
| Anti-narcotics department | -- |
| Human trafficking | -- |
| Women and Children shelter | -- |
| Foreign Residents Support Center | 0570-011000 |



The India Centre for Migration (ICM) is the research think-tank of the Ministry of External Affairs on all matters related to international migration.

Apart from academic research, ICM has been involved in undertaking various activities and programmes at the ground level for the benefit of migrant workers.



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 Twitter: [@icmnewdelhi](https://twitter.com/icmnewdelhi)