

Vacancy Notice

(Published on 20 December 2022)

The Embassy of Nepal would like to invite applications from qualified and eligible individuals for the following positions to hire on contractual basis. The interested individuals may apply by sending scanned copies of documents for the respective posts, including a recent passport size photograph to Administration Section (mail: admin.delhi@mofa.gov.np) of the Embassy by or before 3 January 2023. Only short-listed candidates will be called for interview.

1. Office Secretary (IT) (Required Number- 1)

Duties and Responsibilities:

Undertake the secretarial duties primarily related to the information technology and promotional activities as per the Embassy rules, regulations and directives.

Salary:

As per the rules of the Embassy.

Required Education/Qualification/Skills:

- Bachelor's Degree or above in related field,
- Age between 21 to 35 years,
- Excellent written and spoken skills in English and Hindi,
- Good knowledge of computer (Software, Hardware, Internet, Networking etc.)
- Strong interpersonal skills, ability to handle multiple tasks simultaneously
- Strong interest and willingness to share knowledge with- and learn from- colleagues
- Knowledge of Nepali language and holding valid driving license of India would be preference.

Documents required:

- Covering letter of application (handwritten)
- CV
- Self-attested copy of Adhar card or Voter ID for Indian citizen and citizenship certificate for Nepali citizen/ academic certificates
- Driving license,
- Experience letter/reference letter



2. Office Assistant (Required Number-1)

Duties and Responsibilities:

Undertake the duties related to hospitality & culinary arts as per the Embassy rules, regulations and directives.

Salary:

As per the rules of the Embassy

Education/Qualification/Skills:

- An Intermediate degree or equivalent
- Age between 21 to 45 years,
- Minimum 2 years' experience in culinary related job,
- General knowledge of hospitality
- General knowledge of reading and writing in both English and Hindi,
- Strong Interest in and willingness to share knowledge with- and learn from- colleagues
- Knowledge of Nepali language and holding valid driving license of India would be in preference.

Documents required:

- Job application letter,
- CV
- Self-attested copy of Adhar card or Voter ID for Indian citizen and Citizenship certificate for Nepali citizen,
- Academic/skills training certificates



3. Driver(Required Number-1)

Duties and Responsibilities:

Undertake the duties related to Driving as well as messenger and as per the Embassy rules, regulations and directives.

Salary:

As per the rules of the Embassy

Education/Qualification/Skills:

- Holding valid driving license of India and Knowledge of Nepali language
- Matric pass,
- Age between 21 to 45 years,
- Minimum 2 years' experience in Driving sector,
- General knowledge of Local places of New Delhi as well as of India,
- General knowledge of reading and writing in both English and Hindi,
- Strong Interest in and willingness to share knowledge with- and learn from- colleagues

Documents required:

- Job application letter (handwritten),
- CV
- Self-attested copy of Adhar card or Voter ID for Indian citizen and Citizenship certificate for Nepali citizen,
- Academic/skills training certificates would be preferable

Embassy of Nepal
New Delhi-110001
India

