



**नेपाली राजदूतावास
नयाँ दिल्ली
EMBASSY OF NEPAL
New Delhi**

Vacancy Notice

(Published on 3 August 2023)

The Embassy of Nepal would like to invite applications from qualified and eligible individuals for the position of an **Office Secretary** to hire on a contractual basis. Interested individuals may apply by sending their scanned copies of documents, including a recent passport size photograph to the Administration Section (email: eonnewdelhi@mofa.gov.np) of the Embassy **by or before 17 August 2023**. Only short-listed candidates will be called for interview.

Duties and Responsibilities:

Undertake secretarial duties primarily related to the handling of consular services to be provided by the Embassy.

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 (21 to 40 years for female).
- Excellent written and spoken skills in English and Hindi/Nepali,
- Good knowledge of computer (Office Package, Internet, Networking etc.)
- Strong interpersonal skills, ability to handle multiple tasks simultaneously,
- Strong interest and willingness to share knowledge with and learn from colleagues.

Documents required:

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