

Embassy of Nepal
New Delhi

Vacancy Announcement

Embassy of Nepal in New Delhi is looking for individuals for the positions of a Driver and an Office Assistant. Interested individuals may send their applications at Embassy of Nepal, Barakhamba Road, New Delhi-110001 or mail at connewdelhi@mofa.gov.np until 18 March 2025. Only the shortlisted candidates will be notified for an interview or any other selection procedures.

1. Driver- 1 Position

Job Description/Duties:

- Driving the Diplomats for official engagements, driving other Embassy staffs as needed, and picking up official visitors as required.
- Assisting with Embassy events as required.
- Maintaining diplomatic vehicles (regular services, washing, cleaning, etc.)
- Daily collection /delivery of post; managing the dispatch of diplomatic correspondences.
- Maintaining records of vehicle logs, maintenance, and fuel consumption.
- Assisting with other administrative duties as required.

Job Type: Full-time

Pay: As per the Embassy's rules

Requirements:

- A valid Driving License (DL).
- Experience of at least 5 years of driving light vehicles.
- Experience in driving manual and automatic cars.
- Clean driving record
- Willingness to work flexible hours as and when needed, including occasional weekend works.
- Language: Hindi/English/Nepali
- Age: Preferably 25-35 years

2. Office Assistant – 1 Position

Job Description/Duties:

- Answering and directing the phone calls
- Responding to customer queries
- Greeting and receiving visitors
- Assisting in dispatch of official correspondences
- Performing general clerical and administrative tasks as required



Job Type: Full-time

Pay: As per the Embassy's rules

Requirements

- Workable knowledge of Microsoft Office
- Work experience of at least 1 year
- Education: Secondary level passed.
- Language: Hindi/English/Nepali
- Age: Preferably 25-30 years

