



EMBASSY OF INDIA
PENSION PAYING OFFICE
POKHARA

VACANCY ANNOUNCEMENT

1. Applications are invited from the eligible candidates for the post of **Lower Division Clerk** in the Embassy of India, Pension Paying Office, Pokhara. The applicants should have following criteria :-

FOR INDIAN EX-SERVICEMAN

- (a) Maximum age below 40 years.
- (b) Minimum Civil Education 12th Class Pass or equivalent.
- (c) Application, Bio-Data, NPP, Experience Certificate, Discharge Book & Medical Fitness Certificate etc.
- (d) Professional qualification -Proficiency in MS-Words, Excel, Power Point & Internet.
- (e) Work experience in relevant field and good communication skills in English and Nepali.

FOR OTHERS (CIVIL) PERSON:

- (a) 21 to under 35 Years Age.
- (b) Minimum Education Bachelor Pass.
- (c) Application, Bio-Data, NPP, Experience Certificate, Character Certificate & Medical Fitness Certificate etc.
- (d) Professional qualification -Proficiency in MS-Words, Excel, Power Point & Internet.
- (e) Work experience in relevant field and good communication skills in English and Nepali.

3. Interested Candidates should submit their application to O/o the Asst Military Attache (P) & OIC, Pension Paying Office, Embassy of India, Pokhara through e-mail at oicpok.pokhara@mea.gov.in or physical copies drop in the Est Section, PPO Pokhara before 05 Jan 2025 (1700hrs). The envelope contain to application should clearly mention “**Application for the post of Lower Division Clerk**” at EOI, PPO Pokhara.

4. Only shortlist applicants will be informed for further test and interview via e-mail/phone.

Contract Numbers : 061-435804
: 061-435805

Embassy of India
Pension Paying Office
Pokhara (Nepal)