



सत्यमेव जयते

Embassy of India Kathmandu

VACANCY ANNOUNCEMENT

Applications are invited from the eligible candidates for **the post of Peon, Chauffeur and Clerk (Temporary)** in the Embassy of India, Kathmandu. The tenure of the Clerk(Temporary) shall be initially for 01 year which can be further extended. The applicant should havefollowing qualifications: -

Peon	Chauffeur	Clerk
Essential:- a) Minimum of Class X passed. b) Age- 20 to 35 years as on 01 st December, 2024.	Essential:- a) Minimum of Class XII passed b) Age – 20 to 35 years as on 01 st February, 2025. c) Experience of at least 3 years of driving Light Motor Vehicle(LMV).	Essential:- a) Minimum educational qualification graduate. b) Age - 20-35 years as on 01 st December, 2024. c) Working Knowledge of Computer and typing in English d) Working knowledge of English and local language.
Desirable: Candidate possessing five years' experience in any reputed organization and four-wheeler/two-wheeler driving skills with valid driving license will be given preference	Desirable: Candidates possessing valid driving license for driving Heavy Motor Vehicle (HMV) will be given Preference	Desirable: Candidate possessing five years' experience in any reputed organization.

2. Interested candidates should submit their applications to **Second Secretary (Admn,DP & R), Administrative Block, Embassy of India, Kathmandu** along with latest Curriculum-Vitae with two recent passport size photographs, contact details and copies of Education Qualifications, work experience letter etc **latest by 30thOctober, 2024** either through email at adm.n.kathmandu@mea.gov.in or through physical copies dropped in the box kept at the main gate of the Embassy. The email subject or the envelope containing application should clearly mention "Application for the post of Peon-2024/Chauffeur-2024/Clerk-2024". Only shortlisted applicants will be informed for interview by phone calls.

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