



Embassy of India Kathmandu

VACANCY ANNOUNCEMENT

Applications are invited from the eligible candidates for the post of **Lower Division Clerk** to be filled in Military Pension Branch, Defence Wing, Embassy of India, Kathmandu. The applicant should have following qualifications :-

- i) Minimum of Graduate Degree or equivalent & for Ex-Servicemen of Defence Govt. of India minimum 12th pass or equivalent.
- ii) Age criteria 21-35 years as on 01 Dec 2023 & for Ex-servicemen of Defence, Govt. of India maximum age **below** 40 years.
- iii) Professional qualification : Proficiency in MS Word, Excel, Power Point & Internet.
- iv) Work experience in relevant field and good communication skills in English and Nepali.

Interested candidates should submit their applications to O/o the Assistant Military Attaché (Pension), Military Pension Branch, Defence Wing, Embassy of India, Kathmandu along with latest Curriculum-Vitae with two recent passport size photographs, contact details and copies of Educational Qualifications, work experience letter etc. **through email at amap.kathmandu@mea.gov.in or physical copies drop in the box kept at main gate of the Embassy** before 08 Jan 2024 (1700hrs). The envelope containing application should clearly mention **“Application for the post of Lower Division Clerk at MPB, Kathmandu-2023”**. Only shortlisted applicants will be informed for further test and interview via email/ phone.

AMA (P)