

DEFENCE WING, WELFARE BRANCH
EMBASSY OF INDIA
KATHMANDU

VACANCY ANNOUNCEMENT

Embassy of India, Kathmandu, Nepal invites application from Ex-servicemen of Indian Army for the post of Head Clerk on contractual basis at Defence Wing (NBGSB), Embassy of India, Kathmandu. The candidate must be Retired JCO/NCO Clerk Cadre of Indian Army with service of more than 20 years. The details of the vacancy are as under :-

- Post - Head Clerk (On annual contractual basis)
- Salary - Basic pay NRs 25,500/-
COLA NRs 50% of the Basic Pay
Annual Increment NRs 765/- per year.
- Location - HQ Nepal Bharatiya Gorkha Sainik Board (NBGSB)
Thamel, Kathmandu

Criteria:-

- Education - Min 10+2 or Army equivalent
- Age - Between 45 to 55 yrs
- Eligibility - Retd JCO/NCO Clerk Cadre
- Experience - Min 20 yrs in Army as Clerk
- Computer Skill - Proficiency in MS Office Applications

Leave:-

- 21 days earned leave after completion of one calendar year of service commencing on the 1st of January.
- 30 days sick leave after completion of one calendar year of service commencing on the 1st of January.

Working hours : 0900h to 1730h

Working days : Mon to Fri

} May change due to exigency in service.

Asst Military Attaché (Welfare)
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