



# भारतीय राजदूतावास, कल्याणकारी शाखा



WELFARE BRANCH  
DEFENCE WING  
EMBASSY OF INDIA  
KATHMANDU, NEPAL

## VACANCY ANNOUCEMENT

(Announcement Date: 18 Jul 2025)

1. Welfare Branch, Defence Wing, Embassy of India, Kathmandu invites application for the post of AR Clerk for Military Pension Branch, Embassy of India, Kathmandu from all interested and qualified candidates. Other requisite details are as under:-

S/No	Particulars	Remarks
(a)	Qualification	(i) <b>Education:</b> Minimum Graduation Degree or equivalent & for Ex- Servicemen of Defence, Govt of India, minimum 12 <sup>th</sup> passed & equivalent. (ii) <b>Language:</b> Fluent in English (written-mandatory, spoken proficiency). (iii) <b>Computer:</b> Proficient in MS Word, Excel & Power Point, Typing (both Nepali & English). (iv) <b>Experience:</b> Minimum two or more years of administrative work experience will be preferred. (v) <b>Health:</b> Physically fit.
(b)	Maximum age limit	40 Years and age below 50 yrs for Defence Ex-servicemen & Veer Naris, Govt of India
(c)	Selection method	Written Test, Computer Test and Interview.
(d)	Date and time of examination	07 Aug 2025 at 1000 hrs
(e)	Last date for submission of application	06 Aug 2025 at 1730hrs
(f)	Examination venue	Welfare Branch (BGSN), Defence Wing, Embassy of India, Kathmandu.
(g)	Documents required	(i) Personal application and Bio-data. (ii) Copy of Nepali Citizenship Certificate. (iii) Education certificates. (iv) Work experience (if any).

**Note:** Ex-AR Combatant JCO or NCO Clerk is highly preferred.

2. Application may be sent through e-mail on [welfare.kathmandu@mea.gov.in](mailto:welfare.kathmandu@mea.gov.in) or be handed over at Welfare Branch (BGSN), Defence Wing, Embassy of India, Kathmandu.

3. For further details, individual may contact on Tele No 01-4518064/ 4513785 within office hours (0900hrs to 1730 hrs/ Monday to Friday).

“हाम्रो भू.पू. - हाम्रो शक्ति”