

**Embassy of India  
Kathmandu**

**VACANCY ANNOUNCEMENT**

Applications are invited from the eligible candidates for **two posts of Assistant** in the Embassy of India, Kathmandu on temporary basis.

Interested candidates may submit their applications along with latest Curriculum-Vitae with two recent passport size photographs, contact details and copies of Education Qualifications on [admn.kathmandu@mea.gov.in](mailto:admn.kathmandu@mea.gov.in) or at the following address **latest by 15<sup>th</sup> January 2021**.

Head of Chancery  
Embassy of India  
Kathmandu, Phone No. 4413347

**Eligibility Criteria:**

- i) Candidate should hold Graduation degree or equivalent; preference would be given to applicant holding technical degree.
- ii) Professional qualification: Proficiency in MS word, Excel, Power Point, Internet
- iii) Age between 21-35 years as on 01<sup>st</sup> January 2021, age limit may be relaxed depending upon suitability of candidate.
- iv) Good communication skills in English and Nepali

**Note:** Only short-listed applicants will be informed for written examination and interview.