

WELFARE BRANCH
DEFENCE WING
EMBASSY OF INDIA
KATHMANDU, NEPAL

VACANCY ANNOUNCEMENT

(Announcement Date: 29 May 2024)

1. Welfare Branch, Defence Wing, Embassy of India, Kathmandu invites application for the post of Lower Division Clerk (LDC) from all interested and qualified candidates. Other requisite details are as under:-

<u>S/No</u>	<u>Particulars</u>	<u>Remarks</u>
(a)	Qualification	(i) Education : Minimum Graduation Degree or equivalent & for Ex-Servicemen of Defence Govt of India minimum 12 th passed & equivalent. (ii) Language : Fluent in English (written- mandatory, spoken proficiency). (iii) Computer : Proficient in MS Word, Excel & Power Point, Typing (both Nepali & English). (iv) Experience : Minimum two or more years of administrative work experience will be preferred. (v) Health : Physically fit.
(b)	Maximum age limit	21-35 Years and age below 40 yrs for Ex-servicemen of Defence, Govt of India
(c)	Salary	NPR - 52,000/- per month
(d)	Selection method	Written Test, Computer Test and Interview.
(e)	Date and time of examination	06 Jun 2024 at 1030hrs
(f)	Last date for submission of application	05 Jun 2024 at 1730hrs
(g)	Examination venue	Welfare Branch (BGSN), Defence Wing, Embassy of India, Kathm andu.
(h)	Documents required	(i) Personal application and Bio-data. (ii) Copy of Nepali Citizenship Certificate. (iii) Edn certs. (iv) Work experience (if any).

2. Application may be sent through e-mail on 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).