



EMBASSY OF INDIA
PENSION PAYING OFFICE
POKHARA

VACANCY ANNOUNCEMENT

1. Applications are invited from the eligible candidates for the following post for EOI, PPO Pokhara. The applicants should have following criteria :-

S/No.	Post	Requirement Documents
(a)	Dormitory In-charge	(i) Maximum Age below 45 Yrs (Indian Pensioners) as on 01 Jan 2025 (ii) Maximum Age below 40 Yrs (For Civilian) (iii) Minimum Army Pensioners Education 10 th pass or equivalent (iv) Minimum Civil Education 12 th pass or equivalent (v) Application, Bio-Data, NPP, Experience Certificate Discharge Book & Medical Fitness certificate etc. (vi) Works experience in relevant field and good communication skills Hindi & Nepali
(b)	Women Dormitory In-charge	(i) Maximum Age below 45 Yrs (For Indian Family Pensioners) as on 01 Jan 2025 (ii) Minimum Indian Pensioners Education 10 th pass or equivalent (iii) Minimum Civil Education 12 th pass or equivalent. (iv) Application, Bio-Data, NPP Medical Fitness certificate etc. (v) Works experience in relevant field and good communication skills Hindi & Nepali
(c)	ADM JCO	(i) Maximum Age below 57 Yrs (Indian Pensioners) as on 01 Jan 2025 (ii) Rank: Sub & Honorary Commission Officer Minimum (iii) Application, Bio-Data, NPP, Experience Certificate, Discharge Book & Medical Fitness certificate etc. (iv) Works experience in relevant field and good communication skills English & Nepali. (v) Priority for Engineer Regt, PNR Platoon or allied tech Defence Groups. (vi) Must take accommodation and reside inside camp if selected.
(d)	ADM Supvr	(i) Maximum Age below 57 Yrs (Indian Pensioners) as on 01 Jan 2025 (ii) Rank: Rank: SM & Honorary Commission Officer Minimum (iii) Application, Bio-Data, NPP, Experience Certificate, Discharge Book & Medical Fitness certificate etc. (iv) Works experience in relevant field and good communication skills English & Nepali. (v) Must take accommodation and reside inside camp if selected.
(e)	Bhisti	(i) Maximum Age below 40 Yrs as on 01 Jan 2025 Minimum Civil Education 10 th pass or equivalent (ii) Application, Bio-Data, NPP Certificate & Medical Fitness certificate etc. (iii) Works experience in relevant field and good communication skills Hindi & Nepali. (iv) Priority for Electrician and Plumbing expertise.

2. Interested Candidates should have submitted their application to O/o the Asst Military Attache (P) & OIC, Pension Paying Office, Embassy of India, Pokhara through e-mail at oiopok.pokhara@mea.gov.in or physical copies may drop in the Est Section, PPO Pokhara before 31 Jan 2025 (1700hrs). The envelope contained application should have clearly mentioned "**Application for the post of 'Dormitory Incharge (DIC), ADM JCO, ADM Supvr and Bhisti'**" at EOI, PPO Pokhara.

3. Only shortlist applicants will be informed for further test and interview via e-mail/Telephone.

Contact Numbers : 061-435804
: 061-435805

Embassy of India
Pension Paying Office
Pokhara (Nepal)