



Embassy of India Kathmandu

VACANCY ANNOUNCEMENT

Applications are invited from the eligible candidates for the post of **Upper Division Clerk** to be filled in Military Pension Branch, Defence Wing, Embassy of India, Kathmandu. The applicant should have following qualifications :-

1. Essential Education Qualification: Graduation (Bachelor Level), Computer literate and should have working knowledge of English and Nepali.
2. Age criteria: 20-35 years as on 01 Aug 2025. (for Ex-servicemen of Govt. of India – Deduction of the Military Service rendered from the actual age as on closing date of receipt of application).
3. Work Experience : Should have minimum 05 (five) years work experience in relevant field and good communication skills in English and Nepali.
4. Selection Method: Written Test, Computer Test and Interview.

Interested candidates should submit their applications to O/o the Assistant Military Attaché (Pension), Military Pension Branch, Defence Wing, Embassy of India, Kathmandu along with latest Curriculum-Vitae with two recent passport size photographs, contact details and copies of Educational Qualifications, work experience letter etc. through email at amap.kathmandu@mea.gov.in or physical copies drop in the box kept at main gate of the Embassy before 18 Aug 2025 (1700hrs). The envelope containing application should clearly mention “Application for the post of Upper Division Clerk at MPB, Kathmandu-2025”. Only shortlisted applicants will be informed for further test and interview via email/ phone.

AMA (P)