

WELFARE BRANCH
DEFENCE WING
EMBASSY OF INDIA
KATHMANDU, NEPAL

VACANCY ANNOUNCEMENT

(Announcement Date : 09 Jun 2023)

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 12 th passed. (ii) Language : Fluent in English both written & spoken. (iii) Computer : Proficient in MS Word, Excel, PowerPoint, 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 (NDG Exsm and civil)	40 yrs
(c)	Selection method	Written Test, Computer Test and Interview.
(d)	Date and time of examination	11 Jul 2023 at 1000hrs
(e)	Last date for submission of application	10 Jul 2023 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) 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).