

**EMBASSY OF INDIA**  
**(PENSION PAYING OFFICE, DHARAN)**

File No : 128(19)Gen Corr/Staff/01(D)/

Sheet No : one & last

**ADVERTISEMENT IN EMBASSY SITE OF VACANCY ANNOUNCEMENT**  
**FOR THE POST OF LDC AT PPO DHARAN**

1. Refer to draft vacancy announcement (attached).
2. It is intimated that there is requirement of recruit a Lower Division Clerk (LDC) at this office. Therefore, PIC Wing is requested to upload the same on their website.
3. Submitted for info and necessary action by PIC Wing please.



(Bharat Kanojiya)  
Major  
AMA (P) & Officer-in-Charge

20 Jul 2023

**FS PIC**

**EMBASSY OF INDIA**  
**PENSION PAYING OFFICE**  
**DHARAN**

**VACANCY ANNOUNCEMENT**

Embassy of India, Pension Paying Office, Dharan invites application from eligible candidates for the post of **Lower Division Clerk (LDC)** to be filled in Embassy of India, Pension Paying Office, Dharan. The application alongwith the curriculum vitae with one recent passport size photograph, copy of NPP, Mark sheet and Certificate of courses & Skills (Skilled person will be given preference) be submitted to the following address :-

Embassy of India  
Pension Paying Office  
Dharan

**Eligibility Criteria :**

1. Academic Qualification: Graduation in any discipline
2. Professional Qualification: Proficiency in MS Word, Excel, Power Point & Internet.
3. Age 18 to 30 years.

**Note :-** Last Date for submission of application upto 26 Jul 2023 (1200 hrs).

\* All candidates are requested to report on 27 Jul 2023 at 0700 hrs alongwith all original documents for Written Exam, Typing test & Interview.

AMA (P) & Officer-in-Charge  
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Dharan