

WELFARE BRANCH
DEFENCE WING
EMBASSY OF INDIA
KATHMANDU, NEPAL

VACANCY ANNOUNCEMENT

(Announcement Date : 12 Oct 2023)

1. There is a requirement to fill the following vacant posts at Bharatiya Gorkha Sainik Niwas (**BGSN**) and Welfare Placement Cell (**WPC**), Welfare Branch, Defence Wing, Embassy of India, Kathmandu (Nepal) :-

<u>S/No</u>	<u>Post</u>	<u>Remarks</u>
(a)	Assistant Marketing Manager (AMM)	(i) Education : Minimum 12 th passed. (ii) Language : Fluent in English both written & spoken. (iii) Computer : Proficient in MS Word, Excel, Power Point, Typing (both Nepali & English). (iv) Retd NCO/JCO from Indian Army with Exemplary character. (v) Medical Cat : SHAPE-I. (vi) Age : below 50 yrs.
(b)	Receptionist (Multi Tasking Staff)	(i) Education : Minimum 10 th passed. (ii) Experience : Minimum two years experience in related field and priority will be given to the four wheeler valid license holder. (iii) Health : Physically fit. (iv) Age : below 46 yrs. (v) Gender : Male
(c)	Quarter Master	(i) Education : Minimum 10 th passed. (ii) Retd NCO from Indian Army with Exemplary Character (iii) Medical Cat : SHAPE-I. (iv) Age : below 46 yrs
(d)	Date and time of examination	18 Oct 2023 at 1000hrs
(e)	Last date for submission of application	17 Oct 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).