

**Embassy of India
Kathmandu

VACANCY ANNOUNCEMENT

Applications are invited from the eligible candidates for **the post of Assistant** in the Embassy of India, Kathmandu. The applicant should have following qualifications: -

Assistant
Essential:- a) Candidate should hold Graduation degree or equivalent. b) Age – 20 to 35 years as on 01 st August, 2026. c) Working Knowledge of Computer and typing in English. d) Good communication skills in English and local language.
Desirable: Candidate possessing five years' experience in any reputed organization.

2. Interested candidates should submit their applications to **First Secretary (Admn, DP & R), Chancery Wing, Embassy of India, Kathmandu** along with latest Curriculum-Vitae with two recent passport size photographs, contact details and copies of education qualifications, work experience letter etc **latest by 31st March, 2026** either through email at adm.kathmandu@mea.gov.in or through physical copies dropped in the box kept at the main gate of the Embassy. The email subject or the envelope containing application should clearly mention "Application for the post of Assistant-2026". Only shortlisted applicants will be informed by phone calls.

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