

WELFARE BRANCH
DEFENCE WING
EMBASSY OF INDIA
KATHMANDU, NEPAL

VACANCY ANNOUNCEMENT

(Announcement Date : 03 Nov 2022)

1. Welfare Branch, Defence Wing, Embassy of India, Kathmandu invites application for the post of BGSN Clerk from all interested and qualified candidates. Other requisite details are as under :-

S/No	Particulars	Remarks
(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	(i) For NDG Ex-servicemen - 40 Years (ii) For Civil - 21 to 35 Years
(c)	Selection method	Written Test, Computer Test and Interview.
(d)	Date and time of examination	17 Nov 2022
(e)	Last date for submission of application	16 Nov 2022
(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) 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 01-4418064/ 4413785 within office hours (0900hrs to 1730 hrs/ Monday to Friday).