



EMBASSY OF INDIA
PENSION PAYING OFFICE DHARAN (NEPAL)

VACANCY ANNOUNCEMENT

1. Application is invited from the eligible candidate for the post of **Lower Division Clerk (LDC)** in the **Embassy of India, Pension Paying Office, Dharan**. The applicants should have following criteria:-

- Age should be above 20 years and below 35 years (If ESM 45 Yrs max).
- Should have passed Graduation in any discipline (If ESM 12th Passed & equivalent).
- Proficiency in MS Word, Excel, Power point & Internet.

2. Interested candidates should submit their application either through email at amap.dharan@mea.gov.in or submit application to **Office of the Assistant Military Attaché (Pension) & Officer-in-Charge, Pension Paying Office, Dharan** along with latest Curriculum-Vitae with contact details, two recent passport size photographs, marksheet, Discharge Certificate (if Ex-servicemen) & Citizenship Certificate till **12th Oct 2025 (1700hrs)**. **"Application for the post of Lower Division Clerk (LDC)-2025"** should be clearly mentioned on email or envelope containing application for the post of Lower Division Clerk. Only shortlisted applicants will be informed & summoned telephonically/email for further test/interview.

Assistant Military Attaché (P)
& Officer-in-Charge
Pension Paying Office, Dharan