



नेपाली राजदूतावास
EMBASSY OF NEPAL
LONDON, U.K.

Vacancy Announcement

The Embassy of Nepal in London invites applications for the post of Office Secretary, Office Assistant and Gardener. The interested candidates having the following qualifications may apply by September 14, 2020 with an application letter, brief CV, copies of educational qualification, copies of passport and visa and a passport size photograph to the Embassy by email or post to the address mentioned below. Only shortlisted candidates will be called for required examinations and interview. The selected candidates will have to work on contract basis. Pay scale and other facilities are as per the rules and regulations of the Government of Nepal.

Required qualification for all positions:

- All candidates must be fluent in written and spoken in English.
- Capable of communication and correspondence.
- Physically and mentally fit.
- Full time working visa in the UK.
- Excellent knowledge and experience in IT skills including Microsoft Office (Word, Excel, Power Point, Microsoft Outlook, Web Handling etc.)
- Adequate knowledge of local customs, traditions, system, and office practices.

Educational Qualifications and skills for the post of Office Secretary:

- Bachelor's Degree from a recognised University.
- Excellent communication, presentation and report writing skills.
- Valid driving licence.

Educational Qualifications for Office Assistant and Gardener:

- S.E.E. or S.L.C. or equivalent degree from a recognized Secondary or Grammar School.

Applications to be sent by 14 September 2020 (17:00 hrs) to:

Email: eon@nepembassy.org.uk

The Embassy of Nepal, London: 12A Kensington Palace Gardens, W8 4QU.

31 August 2020

EMBASSY OF NEPAL, 12A KENSINGTON PALACE GARDENS, LONDON W8 4QU

Tel: 020 7229 1594, Fax: 020 7792 9861

Email: consular@nepembassy.org.uk