



नेपाली राजदूतावास  
EMBASSY OF NEPAL  
LONDON, U.K.

28 September 2021

### Vacancy Announcement

The Embassy of Nepal in London invites applications for Office Secretary. The interested candidates having the following qualifications may apply by October 12, 2021 with application letter, CV, Copies of educational qualifications, copy of passport, and a passport size photograph to the Embassy by email or post mentioned below. Only shortlisted candidates will be called for interview and required exam. The selected candidate will have to work on contract basis.

#### Required Qualifications:

- Bachelor's Degree from a recognized University
- must have fluent in written and spoken in English.
- Capable of independently handling correspondences and appointments.
- Physically and mentally fit and healthy.
- Pay scale and other facilities are as per the rules and regulations of the Government of Nepal.
- Excellent knowledge and experience in IT skill including Microsoft Office (Word, Excel, Power Point, Microsoft Outlook, Web Handling etc.)
- Adequate knowledge of local customs, traditions, systems, and office practices.

Email: [eon@nepembassy.org.uk](mailto:eon@nepembassy.org.uk)

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