



नेपाली राजदूतावास
EMBASSY OF NEPAL
LONDON, U.K.

24 December 2021

Vacancy Announcement

The Embassy of Nepal in London invites applications for Office Secretary. The interested candidates having the following qualifications may apply by January 7, 2022, 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. The selected candidate will have to work on contract basis.

Required Qualifications:

- Intermediate (10+2) or A Level from a recognized College/University
- must have fluency 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
- Adequate knowledge of local customs, traditions, systems, and office practices.

Email: eon@nepembassy.org.uk

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