



Embassy of Nepal

Date: 16/08/2017

Notice:

The Embassy of Nepal in Canberra is seeking one bona fide candidate for the post of *office secretary* to serve at the Embassy. The interested candidates can apply via email or submit their application at the Embassy in person with the following requirements and documents.

The Eligibility:

1. Having good fluency in spoken English and Nepali language and good writing and typing skill in both of the languages
2. Having citizenship or passport
3. Having the operating and basic skill of computer
4. Having decent character (not having the record of criminal charge)
5. General knowledge regarding accountancy

The terms and conditions of the service:

- 1 The employee shall be entitled to a monthly salary of Australian dollars 2500.00 payable at the end of each Nepalese Calendar month.
- 2 The employee shall be entitled to 2.5 days leave for every month of work at the embassy and leaves will not be accumulated for payment.
- 3 The employee should serve the probation period of 3 months.
- 4 The employee should be strictly punctual at the office hours.
- 5 The deadline for the application is 30/08/2017.
- 6 The appropriate candidate will be selected on the basis of interview, practical test, efficiency and the suitability to the office.
- 7 The contact address: Embassy of Nepal, Canberra
22 Kareelah Vista, O'Malley ACT 2606
Email: info@necan.gov.np
Phone: (02)61621554, 62868006