



नेपाली राजदूतावास  
**Embassy of Nepal**  
Canberra, Australia

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Canberra**

**Date: 05/11/2018**

**Notice:**

The Embassy of Nepal in Canberra is seeking one experienced candidate for the post of Office Assistant 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. Holding citizenship or passport of either Nepal or Australia
2. With decent character (not having record of criminal charge)

**Duties and Responsibilities:**

1. Carry out the work of Office Assistant as assigned by the Mission.
2. Perform the duties assigned by the Mission efficiently and with integrity and dedication.

**The terms and conditions of the service:**

- 1 The employee shall be entitled to a monthly salary( Negotiable) 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 20/11/2018.
- 6 The appropriate candidate will be selected on the basis of interview, efficiency and the suitability to the office.
- 7 The contact address: Embassy of Nepal, Canberra  
22 Kareelah Vista, O'Malley ACT 2606  
Email: [eoncanberra@mofa.gov.np](mailto:eoncanberra@mofa.gov.np)  
Phone: (02) 62868006