



नेपाली राजदूतावास  
**Embassy of Nepal**

Canberra, Australia

**Embassy of Nepal**

**Date: 03/02/2017**

**Notice:**

The Embassy of Nepal in Canberra is seeking one bona fide candidate for the post of *office secretary* to serve at the embassy and the candidates interested can apply 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
2. Having citizenship or passport
3. Having the operating skill of computer and web designing
4. Having driving licence
5. Having decent character not having the record of criminal charge

**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 18/02/2017.
- 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: [info@necan.gov.np](mailto:info@necan.gov.np)  
Phone: (02)61621554, 62868006