Government of Nepal
Consulate General of Nepal
Kolkata, India

VACANCY ANNOUNCEMENT

Date of Publication: 09 November 2026

The Consulate General of Nepal in Kolkata is seeking a suitable, qualified, and experienced candidate for the following position on a contract basis:

Position:	Driver (Contract Basis, Full-Time)
Number of Position:	One (1)
Contract Period:	One Year (Can be renewed on performance basis)
Mode of Selection:	Short Listing, Practical and Interview
Salary and Other Facilities	As per the Consulate's Rules

Main Duties and Responsibilities

- Driving office vehicles of the Consulate safely and efficiently as and when required.
- Transporting goods/letters to and from relevant offices.
- Picking up and seeing off official visitors.
- Support other consular and administrative units of the Mission as required.
- Undertake any other official duties as directed by the Head of Mission and concerned diplomatic staff.
- Strictly adhere to the guidelines, rules, and regulations issued by the Consulate.
- Keeping the vehicle clean, tidy, and well-maintained through regular washing, cleaning, and basic servicing/simple maintenance

Candidate Criteria & Qualifications

- Valid Indian Driving License with clean driving record, excellent driving skills, and sound knowledge of traffic rules and routes in Kolkata and regional highways.
- Good proficiency in Nepali, Hindi, and English (Written and Spoken and English is preferred).
- Ability to work flexible hours and respond promptly according to the operational needs of the Consulate.
- Must be an Indian/Nepali national.
- Must be within the age of 18 to 45 years.

Application Submission Procedure

Interested candidates meeting the above requirements may submit their applications along with a copy of valid driving license, a copy of citizenship or adhar card, updated bio-data with photograph, and relevant certificates within **15 days** from the date of publication to the following address:

Consulate General of Nepal, Kolkata
Address: 1, National Library Avenue, Alipore, Kolkata - 700 027, West Bengal, India
Email: **cgnkolkata@mofa.gov.np**

Note: Only shortlisted candidates will be called for an interview and practical driving test.

CONSULATE GENERAL OF NEPAL
Kolkata