

Government of Nepal
Office of the Prime Minister and Council of Ministers
(Software Development and Operation Center Executive Director Selection Committee)
Singhadurbar, Kathmandu.

**Notice Regarding Call for Applications for the Post of Executive Director of the
Software Development and Operation Center**

Notice Publication Date: 2026/9/4 (2083/5/19 B.S.)

This notice is published for the information of all concerned ones that interested and eligible Nepali citizens who meet the following qualifications are requested to submit a duly filled application form within 7 (seven) days from the date of publication of this notice (within office hours on 2083/05/29 B.S.) at the Office of the Prime Minister and Council of Ministers, Singhadurbar, Kathmandu (Digital Governance and Information Technology Division) for appointment to the post of “Executive Director” of the “Software Development and Operation Center” pursuant to Section 13 of the Software Development and Operation Committee (Formation) Order, 2083.

1. Minimum Qualifications and Experience of the Candidate:

- (a) Citizenship and Residency: Must be a Nepali citizen and must not have acquired citizenship or permanent/temporary residency permit (PR/Green Card/DV) of any foreign country.
- (b) Educational Qualification: Master's Degree in any subject related to Information Technology
- (c) Experience: A total of ten years of work experience in the field of information technology, including at least five years of experience as a CxO (CEO,CTO,CIO or Equivalent).
- (d) Legal Disqualification: Must not be ineligible for appointment in government or public service as per prevailing laws, including criminal offenses involving moral turpitude or corruption.

2. Documents to be Submitted:

- (a) Duly filled application form in the format prescribed in Schedule-1.
- (b) Candidate's self-declaration form as per Schedule-2.
- (c) Copy of Nepali Citizenship Certificate.
- (d) Notarized Copy of educational qualification certificates (including equivalence certificate if studied at a foreign university).
- (e) Experience-related documents from the institution clearly stating the position, job description, and duration of work as a CXO and in the field of information technology.
- (f) Detailed Bio-data/CV.
- (g) Business Action Plan as per the guidelines in Schedule-3.

3. Selection and Recommendation Process:

- From the received applications, the Selection Committee will prepare a shortlist of candidates based on the prescribed criteria as per the approved working procedure.
 - The shortlisted candidates will be called for a presentation on the Business Action Plan followed by an interview.
 - Based on the evaluation, the names of the 3 (three) most suitable candidates will be recommended to the Government of Nepal, Council of Ministers for appointment, and the Government of Nepal, Council of Ministers will appoint the suitable candidate to the post of Executive Director.
4. Remuneration, Terms of Service, and Facilities: As determined by the Government of Nepal.
5. Applications not received in the due format as per this notice will be rejected.
6. The format of the application form, Self-declaration and the Business Action Plan Guidelines as per Schedule-1, Schedule-2 and Schedule-3 can be obtained from **www.opmcm.gov.np**.
7. For further information, one may contact the Digital Governance and Information Technology Division of prime minister and council of ministers or via email : **itsection@opmcm.gov.np** or Telephone Number: **+97715971080**

Schedule-1

(Related to point 2(a) of the notice)

Format of Application Form for the Post of Executive Director

To,
The Executive Director Selection Committee,
Office of the Prime Minister and Council of Ministers,
Singhadurbar, Kathmandu.

Subject: Regarding Application.

Sir/Madam,

Pursuant to the notice published by the Office of the Prime Minister and Council of Ministers on 2083/05/19, I hereby submit this application with the following true and factual details for appointment to the vacant post of Executive Director of the Software Development and Operation Center.

A. Personal Details:

1. Candidate's Full Name (In Nepali):

Candidate's Full Name (IN BLOCK LETTERS):

2. Date of Birth in dd/mm/year (B.S.):

Date of Birth in dd/mm/year (A.D.):

3. Permanent Address:

District/Province:

Municipality/Rural Mun.:

Ward No.:

4. Temporary Address: (Same as Permanent) ☐

District/Province:

Municipality/Rural Mun.:

Ward No.:

5. Citizenship Details:

Citizenship No.:

District of Issue:

Issue Date:

6. Family Details:

Father/Mother's Name:

Grandfather's Name:

Spouse's Name:

7. Permanent Account Number (PAN):

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Expected Salary:

8. Contact Number and Email:

Mobile No.:

Email Address:

Please submit verifying/supporting documents of salary/remuneration of your current or relevant role.

B. Educational Qualification Details (Starting from the latest degree):

S.N.	Degree Obtained	School/University/Institution	Division/GPA	Year of Passing	Remarks
1					
2					
3					

C. Experience Details in Information Technology or Managerial Level (Starting from the latest):

S.N.	Name of Office/Institution	Position Held	Period (From)	Period (To)	Main Job Description (Cxo or Other)	Remarks
1						
2						
3						
4						

D. List of Attached Documents:

- 1.
- 2.
- 3.
- 4.
- 5.

All the details and documents mentioned above are true; if found false, I will bear the consequences according to the law.

Right

Left

Signature:

Date:

Schedule-2

(Related to point 2(b) of the notice)

Candidate's Self-Declaration Form

Keeping in mind the best interests of the country and the Nepali people, rising above personal interests to fulfill official responsibilities, and having met all the qualifications prescribed in the prevailing laws and the Software Development and Operation Committee (Formation) Order, 2083 for appointment to the post of Executive Director of the Software Development and Operation Center, and not being disqualified by law, I hereby submit this self-declaration with the following details:

- (1) I am a Nepali citizen and I have not acquired the citizenship or permanent/temporary residency permit (PR/Green Card/DV or other facility) of any foreign country.
- (2) I am not currently affiliated with any non-governmental organization or body operated by international or foreign assistance.
- (3) I have not been dismissed from service in a manner that renders me ineligible for future government service.
- (4) I am not currently a member of any political party.
- (5) I have not been convicted by a court for any criminal offense involving moral turpitude, corruption, rape, human trafficking, drug trafficking, money laundering, passport misuse, offenses related to archaeological artifacts or protected wildlife, or kidnapping.
- (6) I have not been declared bankrupt, nor have I been punished on charges of forgery or fraud.
- (7) No penalty or fine of any kind has been imposed on me by any level of court, and I do not have any outstanding dues to pay.
- (8) There is no conflict of interest of any kind, professionally or occupationally, with the institution or body (Software Development and Operation Center) where I am to be appointed.
- (9) I am not disqualified for appointment to a public post pursuant to the Development Committee Act, 2013, the Software Development and Operation Committee (Formation) Order, 2083, or any other prevailing laws of Nepal.

The contents of the self-declaration made by me above are true and correct. If found false, I shall bear the consequences according to the law.

Person making the self-declaration -

Officer verifying the self-declaration -

Signature:

Signature:

Right Fingerprint Left Fingerprint

Name, Surname:

Designation:

Office:

Date:

Schedule-3

(Related to point 2(g) of the notice)

Business Action Plan Guidelines

1. Cover Page: Name, Signature (Single Sided).
2. Should not exceed 4000 words and maximum upto 10 pages.
3. There should be no indication of name or identification mark in any other pages except cover page.