



नेपाली राजदूतावास
EMBASSY OF NEPAL
LONDON, U.K.

30 December 2025

Vacancy Announcement

The Embassy of Nepal in London invites applications for the position of **Office Assistant**. Interested candidates who meet the qualifications listed below are requested to submit a **letter of application** to the Embassy by **13 January 2026**, together with a **curriculum vitae**, copies of **educational qualifications**, **passport and visa (if applicable)** and a **recent passport-size photograph**, either by email or by post to the address mentioned below. Only **shortlisted candidates** will be invited for an interview and/or written examination. The selected candidate will be appointed on a **contract basis** and shall be required to agree and accept, in writing, the **pay scale, terms, and other facilities** to be provided as per the rules and regulations of the Government of Nepal.

Required Qualifications and Requirements:

- Intermediate / 10+2 / A Level or equivalent qualification from a recognized college or university
- Fluency in spoken and written English.
- Ability to independently manage office telephone calls, correspondences and appointment schedules.
- Physically and mentally fit, reliable, and punctual.
- Possession of a valid full-time working visa/permit in the UK (where applicable)
- Proficiency in IT skills, including Microsoft Office applications (Word, Excel, Power Point, etc.)
- Familiarity with local customs, traditions, administrative systems, and office practices.
- Willingness and capability to assist, including gardening, premises maintenance, and cleaning duties as required.

Address for correspondence:

Email: con@nepembassy.org.uk; info@nepembassy.org.uk

Postal address: Embassy of Nepal, 12A Kensington Palace Gardens, London, W8 4QU.

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