



नेपाली महावाणिज्यदूतावास

डालस

Consulate General of Nepal
Dallas

VACANCY ANNOUNCEMENT

(Re-published on 12 October 2025)

The Consulate General of Nepal, Dallas (1230 River Bend Drive, Dallas, Texas 75247) announces the vacancy for the following position with the following requirements:

A. Office Assistant- 1 (One)

1. Requirements:

- Education: General reading and writing.
- Language: Nepali or English.
- Experience: Prior experience in similar job will be an added advantage.
- Working knowledge of IT and computers will be an added advantage.
- Legal immigration status in the US.
- Age: 21-50 years.

2. Contract Period: Six months (can be renewed on performance basis).

3. Mode of Selection: Interview.

4. Salary and other Facilities: As per the rule of the Consulate General.

5. Job Description:

- Maintaining the timely opening and closing of the office;
- Maintaining the cleanliness and upkeep of the office space, supplies and equipment;
- Ensuring supply of utilities/logistics for the smooth operation of the office;
- Taking care of general office maintenance;
- According hospitality (including preparing and serving beverages) to officials, guests and visitors as necessary;
- Handling telephones when needed;
- Assisting in procurement and other administrative tasks of the office;
- Assisting in Visa/Protocol/Passport/Consular matters;
- Any other works assigned by the Consulate General officials as and when required.

Interested and qualified candidates who meet the above-mentioned criteria are invited to submit their application together with following documents at secretary@nepalconsulatedallas.org and cgnepaldallas@gmail.com by **Monday 20 October 2025**:

- Signed application letter
- Copy of Identity Document (such as National ID card / Passport / Citizenship Certificate)
- Curriculum Vitae
- Proof of US legal immigration status (for applicants other than the US citizens)
- Any other supporting document.

Only short-listed candidates will be contacted for further selection process.