



JOB VACANCY ANNOUNCEMENT
ROYAL THAI EMBASSY, KATHMANDU

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The Royal Thai Embassy in Kathmandu is seeking applications from qualified individuals for the opening position:

1. Position/Salary

Position : Duty of Consular Assistant
Commencement salary : 20,800.- Rupees per month

2. Job Description and Responsibilities

- 2.1 Facilitate and provide assistance to Thai Nationals in Nepal in need.
- 2.2 Facilitate and provide visa assistance to Thai nationals.
- 2.3 Facilitate visa to monks and nuns at Royal Thai Monastery at Lumbini.
- 2.4 Coordinate with airport officials to open VIP rooms, see-off and receive Ambassador, diplomats and family and embassy's guests at the airport.
- 2.5 Contact airport customs to receive the goods from Thailand and coordinate with concerned Ministry officials.
- 2.6 Delivering and collecting letters whenever required.
- 2.7 Collecting and making payments of bills.
- 2.8 Carrying out any ad hoc jobs requested by the Embassy

3. Qualifications

- 3.1 Eligibility: Nepali citizen or having a Permanent Resident in Nepal
- 3.2 Must be at least 20 years of age with good health
- 3.3 Bachelor's degree or higher
- 3.4 Very good verbal and written communication skills in English (Proficiency in Thai will be an advantage)
- 3.5 Computer literacy and the ability to use basic programs and functions, including Microsoft Office, internet related software, and basic social media
- 3.6 Have good interpersonal skills, a service mind, teamwork skills, and positive attitude
- 3.7 Uphold high ethical and moral standards as well as being efficient and result-oriented

4. Application procedures

- 4.1 Please submit an application and all related documents by
 - (1) in-person at the Royal Thai Embassy, 167/4 Ward No. 3, Maharajgunj-Bansbari Road, Kathmandu 44600, during working days between 09.00 -16.30 hrs.
 - (2) e-mail at thaiembassy.ktm@mfa.go.th indicating in the Subject line "Job Application Clerk"

Deadline Application Submission is 23 September 2026, at 16.30 hrs.

4.2 For further inquiries and question, please send e-mail to thaiembassy.ktm@mfa.go.th indicating Subject line “Job Application Duty of Consular Assistant”

5. Required Documents

5.1 Application Form (as attached) with a passport-sized photo (must be taken no more than six months)

5.2 Resumé

5.3 Copy of passport or National ID Card

5.4 Copy of proof of Nepal citizenship or Nepal permanent residence

5.5 Copy of Education Records

5.6 Copy of Employment Verification Letters/Reference letters/Work Training Certificates (if any)

5.7 Other relevant documents such as change of name or surname, certificate of marriage (if any)

All copies of the above-mentioned documents must be signed and certified true copy.

6. Selection Process

The written examination will be conducted to assess the candidates' language proficiency in English as well as general administrative abilities. This will be followed by an individual interview. The Process will be held **at the Royal Thai Embassy**, 167/4 Ward No. 3, Maharajgunj-Bansbari Road, Kathmandu 44600.

7. Application and Selection Period

Now - 23 September 2026	Application Submission
25 September 2026	Announcement regarding Qualified Applicant
28 September 2026	Written examination and interview
30 September 2026	Announcement regarding Successful and Reserved Candidates
1 October 2026	Starting date of the employment

Qualified applicants, successful and reserve candidates will be officially announced on the Embassy's website: <https://kathmandu.thaiembassy.org> and Facebook: **Royal Thai Embassy in Kathmandu**. If it is found that qualified applicants and successful candidates or reserve candidates do not possess all the qualifications set in this announcement, the applicant/candidate will be disqualified.

The successful candidate is required to submit a report of criminal records search from his/her state of residence to the Embassy within 30 days from the employment's commencement date. The Embassy reserves the right to terminate the employment should there be criminal records that may affect the work of the Embassy.



Royal Thai Embassy
Kathmandu.

15 September B.E. 2569 (2026)

Employment Application

Position : Duty of Consular Assistant

Photo

APPLICATION P1
NAME.....

I. Personal Information

Name Surname
Date of Birth/...../.....
ID Card No. / Passport No..... Expiration Date/...../.....
Nationality Citizenship
Address in Nepal
Phone number..... E-mail
Education:
.....
.....
.....

Marital Status ☐ Single ☐ Married ☐ Divorce

II. Education Record

- Junior High School / Senior High School:

School Address
Date of Attendance: From To

- Bachelor's Degree:

University Address
Date of Attendance: From To.....

- Other Education Records and Trainings:
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III. Special Skills (Please Check ✓)

Language

☐ Nepali

Speaking	☐ Excellent	☐ Good	☐ Fair	☐ Poor
Reading	☐ Excellent	☐ Good	☐ Fair	☐ Poor
Writing	☐ Excellent	☐ Good	☐ Fair	☐ Poor

☐ ENGLISH

Speaking	☐ Excellent	☐ Good	☐ Fair	☐ Poor
Reading	☐ Excellent	☐ Good	☐ Fair	☐ Poor
Writing	☐ Excellent	☐ Good	☐ Fair	☐ Poor

☐ OTHERS

Speaking	☐ Excellent	☐ Good	☐ Fair	☐ Poor
Reading	☐ Excellent	☐ Good	☐ Fair	☐ Poor
Writing	☐ Excellent	☐ Good	☐ Fair	☐ Poor

Other Special Skills:

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.....
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IV. Work Experience

Work Experience ☐ YesYears ☐ No

Current Occupation / Previous Occupation:

1. Company / OrganizationPosition

Reference PersonPhone No.

Job Description.....

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2. Company / Organization Position

Reference PersonPhone No.

Job Description.....

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V. OTHERS

Please indicate three of your outstanding characteristics:

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.....

Emergency Contact:

Name Surname

Address.....

Phone No. Relationship

I hereby certify that the above statements are true and correct to the best of my knowledge.

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(.....)

Applicant

DateMonth.....Year.....