

Vacancy Announcement (Amendment)

Madan Bhandari Memorial College, a non-profit making community college, invites applications for the following positions to work in the morning and day shifts. Interested eligible candidates are required to apply along with CV, cover letter and copies of testimonials by 29 Mangsir 2080. Candidates may drop applications to the college reception or may email to: vacancy@mbmc.edu.np.

SN	Position	Required Number	Shift	Minimum Qualification
1	Account Officer	1	Morning/Day	<ul style="list-style-type: none">• At least Bachelor's Degree from a reputed university (Desirably Masters' Degree)• At least five years' work experience of accounting administration• Preference will be given to the candidate having work experience of similar position in an academic institution
2	Senior Office Assistant	1	Morning/Day	<ul style="list-style-type: none">• At least 10+2 or Intermediate Degree in Management (Desirably Bachelor's Degree)• Preference will be given to the candidate having five years' work experience in account and store
3	Office Assistant	1	Morning/Day	<ul style="list-style-type: none">• At least 10+2 or Intermediate degree• Excellent computer and communication skill• Preference will be given to the candidate having two years' work experience.

For More Information:
Madan Bhandari Memorial College
New Baneshwor, Kathmandu
Phone: 01-5172175, 5172682