


Vacancy Announcement

Madan Bhandari Memorial College, QAA accredited community college, invites applications for the following positions. Interested qualified candidates are required to apply along with CV, cover letter and copies of testimonials by the 28 Magh 2081 to: vacancy@mbmc.edu.np

Administration		
S.N.	Position	Minimum Qualification
1	IQAC Assistant-1	<ul style="list-style-type: none"> • At least Bachelor's degree in any discipline • Computer knowledge and skill • Thorough knowledge of documentation. • Age below 35 years • Preference will be given to the candidate having 3 years work experience in an academic institution.
2	Assistant Librarian -1	<ul style="list-style-type: none"> • At least +2 or equivalent degree • Computer knowledge and skill and library and information management training • Age below 35 years • Preference will be given to the candidate having 1 year work experience in an academic institution.
3	Assistant Accountant-1	<ul style="list-style-type: none"> • At least Bachelor's degree in management • Having thorough knowledge of accounting software • Computer knowledge and skill (Office Package) • Age below 35 years • Preference will be given to the candidate having 3 years work experience in an academic institution and having driving license.
4	Lab Boy (Physics) -1	<ul style="list-style-type: none"> • At least +2 degree in Science • Computer knowledge and skill • Age below 30 years • Preference will be given to the candidate having 2 years work experience in an academic institution in similar position.
5	Public Relation Assistant-1	<ul style="list-style-type: none"> • At least Bachelor's degree • Computer knowledge and skill • Strong communication skill • Age below 35 years • Preference will be given to the candidate having 3 years work experience in an academic institution and having driving license.
6	Receptionist -1	<p>Academic Qualification & Skills</p> <ul style="list-style-type: none"> • Education: At least a +2 (Higher Secondary Level) or a Bachelor's degree in any relevant field (Management, Humanities, or equivalent). • Computer Skills: Basic knowledge of MS Office (Word, Excel, PowerPoint), email handling, and internet usage. • Language Proficiency: Must be fluent in Nepali and English (both written and spoken). <p>Essential Qualities & Skills</p> <ul style="list-style-type: none"> • Pleasant Personality – Well-groomed, professional appearance, and a friendly demeanor. • Excellent Communication Skills – Clear and polite speech, active listening, and ability to provide information effectively. • Politeness & Patience – Ability to handle visitors, students, and faculty



		<p>members with respect and patience.</p> <ul style="list-style-type: none"> • Multitasking Ability – Capable of managing calls, visitors, and administrative tasks simultaneously. • Organizational Skills – Ability to maintain records, schedules, and office documentation systematically. • Punctual & Responsible – Should be reliable and maintain a professional attitude at all times. • Basic Problem-Solving Skills – Quick thinking to address general inquiries and minor issues. • Age– below 35 years
7	Security Gurad-1	<ul style="list-style-type: none"> • Age below 40 Years • Priority will be given for Ex-Army/Police • Preference will be given to the candidate having 3 years work experience in an academic institution. (Job placement companies are encouraged to apply)
8	Student Support Assistant-1	<ul style="list-style-type: none"> • At least +2 degree in any discipline • Age below 35 Years • Computer knowledge and skill • Strong communication, mentoring and counseling skill • Preference will be given to the candidate having 1 year work experience in an academic institution.
Academic		
Position		Minimum Qualification
<ol style="list-style-type: none"> 1. Cryptography -1 2. Physics -1 3. Dot-Net-1 4. Advance Java-1 5. Scripting Language-1 6. Advance Editing-1 7. Advance Reporting-1 8. E-Commerce -1 9. Database Management-1 10. IT and Application -1 11. Business Management -1 12. English-1 		<ul style="list-style-type: none"> • Master's degree in related discipline. • At least having 1 year teaching experience • Having thorough pedagogical knowledge and modern tools and techniques of teaching • Preference will be given to candidates having MPhil/PhD.

Candidates applying for academic positions are required to mention their preference shift in their cover letter.
Available shifts are:

Morning shift: 6:00 AM to 2:00 PM

Day Shift: 9:00 AM to 5:00 PM

For More Details

Madan Bhandari Memorial College

New Baneshwor, Kathmandu

Phone: 01-5172175

vacancy@mbmc.edu.np

