

Government of Nepal
Ministry of Physical Infrastructure and Transport
Department of Roads
Road Improvement and Development Project Directorate
Minbhawan, Kathmandu

NOTICE FOR STANDING LIST OF

Individual Expert for Digitization Service
(As per the Public Procurement Act, 2007, Clause 6(ka))

Date of Publication: 13th May 2026

Department of Roads (DoR), Road Improvement and Development Project Directorate, intends to hire a qualified individual expert to provide digitization of paper-based records for the current fiscal year. The expert will be engaged for a specified number of days over the contract period, depending on the needs of the Directorate.

Required Position:

- Digitization specialist-1 number

As per the provision made in the Public Procurement Act, 2007, Clause 6(ka), all interested and eligible individual experts are invited to submit their applications for enlistment in the standing list, along with the following documents, via email to: ridp.dor.gov.np@gmail.com

Requirements for Enlistment:

1. PAN / VAT registration document (applicants not yet registered may apply; however, registration is required prior to payment if selected)
2. Tax clearance or extension certificate for FY 2081/82 or later (not required for newly registered experts)
3. Curriculum Vitae (CV) with academic credentials and proof of relevant experiences

Minimum Qualification and Experience:

1. Bachelor's degree in any of Science, Technology, Engineering, Mathematics or equivalent,
2. Minimum 1 year of experience in the relevant field and at least one project in digitization of paper records (minimum of 5000 pages)

Deadline for Submission: 20th May 2026

Only shortlisted candidates will be contacted for the further process as per the Public Procurement Act 2007 and Regulation, 2008.

For Further Information, Please Contact:

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Road Improvement and Development Project Directorate
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