



MITHILANCHAL HERBAL PVT.LTD

Vacancy Requirement

Vacancy Position

Post Name: DHO - District Head Officer

Number of Vacancies: 8

Post Name: NHO- Nagarpalik Head Officer

Number of Vacancies: 77

Total Vacancies: 85

Starting Salary: NPR: 20,000 per month

Salary after Experience: Up to NPR: 40,000 per month, according to experience, performance and company policy.

Please Read Before Applying

To make the recruitment process simple, transparent and convenient for job seekers, please read all the requirements carefully before submitting your application.

Eligibility

- Registration charge NPR: 1400
- Minimum education: 12th grade / +2 pass.
- Required citizenship: A clear copy/photo of your Nepali Citizenship Certificate (Nagarikta) is compulsory.
- Province eligibility: This vacancy is currently only for applicants who belong to Madhesh Province (Only for Province No. 2).
- Applicants from other provinces are not eligible to apply for this vacancy.

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Information Required in Your Resume

To save both your time and our recruitment team's time, please make sure your resume contains the following information:

1. Full Name
2. Current Residential Address
3. Education Qualification
4. Languages You Speak
5. Skills / Work Experience

If you have skills or previous work experience, mention them clearly.

If you are a fresher, simply mention "Fresher."

6. WhatsApp Number
7. Phone Number
8. Email Address

Important

Please provide *correct and complete information* in your application and resume. These details are required to make the recruitment process faster, easier and more transparent for both applicants and the company.

Before submitting the form, please check that all required information and documents are included.

Best of luck to all students and job seekers!

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DHO – District Head Officer

What does a DHO do at Mithilanchal Herbal Private Limited?

The District Head Officer (DHO) is responsible for managing and coordinating the company's activities throughout an assigned district.

The DHO will work as the main company representative within the district and will be responsible for coordinating products, employees, customers and business activities.

Main Responsibilities

1. Product Management

The DHO will handle and manage company products within the assigned district, including proper storage, distribution and availability.

2. District-Wide Distribution

The DHO will coordinate the distribution of company products to all municipalities (Nagarpalikas) within the assigned district, according to the company's distribution system.

3. Employee Coordination

The DHO will coordinate and supervise employees working under the district team, assign responsibilities and monitor their work.

4. Stock & Inventory Management

The DHO will monitor product stock, incoming and outgoing products, and ensure that products are properly managed and distributed.

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5. Sales & Business Development

The DHO will help develop the company's business throughout the district by identifying customers, markets and new business opportunities.

6. Customer Support

The DHO will maintain good relationships with customers, understand their requirements and help resolve customer-related issues.

7. Municipality-Level Coordination

The DHO will coordinate district activities across different municipalities and help ensure that company operations reach the required areas.

8. Team Leadership

The DHO will guide, motivate and coordinate the district team and help employees improve their performance.

9. Reporting to the Company

The DHO will regularly report district activities, product distribution, stock status, sales progress, employee performance and important issues to the company's management.

10. Company Rules & Responsibility

The DHO must follow company policies, maintain transparency and handle company products, information and resources responsibly.

In Simple Words

**Product → Distribution → Employees → Customers → Municipalities
→ Sales → Reporting**

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The DHO does not work alone. The company will provide guidance, training and support to help the selected candidate understand the working process and perform the responsibilities effectively.

Who Can Become a Good DHO and NHO?

- Leadership ability
 - Good communication skills
 - Decision-making ability
 - Basic management skills
 - Willingness to travel within the district
 - Ability to work with different people
 - Responsibility and honesty
 - Ability to learn practical work
 - Ability to manage a team and solve problems
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- Our company focuses on practical ability, responsibility and performance—not only academic qualification

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