



**Permanent Mission of India
to the United Nations Office,
7 – 9 rue du Valais, 1202
Geneva, Switzerland**
Tel 41 22 9068686
Fax 4122 9068696

No. GEN/PMI/579/05/2018

31 December 2018

ADVERTISEMENT

The Permanent Mission of India in Geneva invites applications for filling up **One post of Clerk**. The applicants must have valid **B/C category Swiss work/residence permit** and proficiency in communicating in English and French. Working knowledge of computer (MS Word, Excel, Power-point etc) and handling of fax, photocopier, scanner, printers etc. is essential. Other requirements are:-

Job Title	Brief description of work	Salary	Additional requirement
Clerk	-French and English Typing skill -French/English Translation -Basic Office accounting, -Managing of Office visitors -attending to phone calls -Web Management -Any other work assigned from time to time - handling of work related to administration, accounts, consular and managing reception/responding to telephone calls -Any other work assigned from time to time	CHF 3300 per month + CHF 300 medical allowance + 7.47% of salary as social security	Good oral and written Communication skills in English and French languages

Short listed applicants will be called for the interview and skill test. Interested candidates may send their application and bio-data along-with copy of Swiss work/residence permit and educational certificates to:

Attaché (Administration),
Permanent Mission of India to the United Nations
9, Rue du Valais, 1202 Geneva
Fax No: 022-9068696

Email: admn.genevapmi@mea.gov.in

Applications should reach the above mentioned address latest by 18th January 2019 by 18:00 hrs