



**Permanent Mission of India
to the World Trade Organisation,
9 Rue du Valais, 1202
Geneva, Switzerland
Tel 41 22 9068686
Fax 4122 9068696**

ADVERTISEMENT

The Permanent Mission of India to the WTO in Geneva invites applications for filling up **One Post of Clerk in the Mission for a period of 03 months**. The Details are as follows:-

Job Title	Clerk
Salary	CHF 3300/- per month (Basic Pay) + CHF 300 medical allowance +7.47% of salary as social security
Essential Education Qualification	Minimum Bachelor's degree (Graduate) in any stream. Proficiency in English and French (written and spoken)
Age	Applicant should not be more than 35 years as on 16.11.2020
Work Experience	Prior experience in Secretariat work. Work experience in other Missions and International Organisations will be desired.
Other Skills Required	Proficiency in MS Office/Excel and General Computer skills.
Long Work Permit and Resident Visa	The applicant must have valid B/C category Swiss Work/ Residence Permit
Mental and Physical Health	Candidate should be in good mental and physical health.
Brief description of work	Rendering clerical assistance including typing, answering phone calls in French and English languages. Maintenance of Officer records and file. Coordination with Swiss Authorities on need basis. Handing Visitors to the Mission. Any other work assigned from time to time

Short listed candidates may 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:**

**Shri Rakesh Kumar
First Secretary (Legal)**
Permanent Mission of India to the World Trade Organisation
9, Rue du Valais, 1202 Geneva
Fax No: 022-9068696
Email: admin-indiawto@nic.in / r.kumar73@nic.in

NOTE:- Applications should reach the above mentioned address latest by 08th December 2020 by 1730 hrs.