

**Permanent Mission of India to the World Trade Organisation**  
**Avenue Appia 21, 1292, Chambesy**  
**Geneva, Switzerland**

No. GEN/ PMI/WTO/553/01/2022

27<sup>th</sup> Oct 2023

**ADVERTISEMENT**

The Permanent Mission of India to the WTO in Geneva invites applications for filling up one post of Local clerk on temporary basis, against maternity leave vacancy, for 03 months from Nov 2023 or till the employee who is on maternity leave rejoins, whichever is earlier. The last date of receipt of application is 15 Nov 2023. The details of the post and eligibility conditions are as follows:-

Salary	CHF 3300 per month
Brief job description of the post	<ul style="list-style-type: none"><li>• Rendering clerical assistance including typing, answering phone calls in French and English languages</li><li>• Maintenance of Officers' records and files</li><li>• Coordination with Swiss Authorities on need basis</li><li>• Handling Visitors in the Mission</li><li>• any other task assigned from time to time</li></ul>
Essential requirements	<ul style="list-style-type: none"><li>• Graduate</li><li>• Proficiency in English and French (reading, writing, speaking skills, ability to translate from French to English and vice versa)</li><li>• Typing skills in English and French</li><li>• Computer literate (knowledge of Office software, internet, etc. and basis computer hardware), handling of computer printers/internet/photocopier/fax, etc.</li></ul>
Desirable requirements	<ul style="list-style-type: none"><li>• Knowledge of Hindi or any other Indian language</li><li>• prior experience in secretarial tasks and in the areas of trade, economics and commercial matters in Missions and international organisations</li><li>• Higher academic qualifications will be an added advantage</li></ul>
Age	Preferably between 20 to 35 years, as on the closing date of receipt of applications
Closing Date	15 <sup>th</sup> Nov. 2023, 18:00 hours

Candidate must have valid B/C category Swiss work/residence permit and in case of selection should be able to assume charge of the post immediately on completion of appointment formalities.

Shortlisted applicants will be called for interview/assessment/skill test.

Interested applicants may email/send their applications in the prescribed format and copies of Swiss work/residence permit & testimonials within the closing date to:-

**Attache (WTO)**

Permanent Mission of India to the World Trade Organisation  
Avenue Appia 21, 1292, Chambesy  
Email:- admin-indiawto@nic.in

Name						
Given name			Family Name:			
Address including postcode:						
Phone number:						
Email:						
Date of Birth:						
Country of residence & do you have necessary work permit?						
Education 1:						
School/University:		Degree:		Field of Study:		From (year):  To (year):
Education 2:						
School/University:		Degree:		Field of Study:		From (year):  To (year):
Language & its level: (Tick the right option)						
		Beginner	Classroom Study	Intermediate	Advanced	Fluent
English	Speaking					
	Reading					
	Writing					
	Typing	Speed:				
French	Speaking					
	Reading					
	Writing					
	Typing	Speed:				

<b>Language 3</b>	Speaking					
	Reading					
	Writing					
<b>Language 4</b>	Speaking					
	Reading					
	Writing					
<b>Computer knowledge:</b>						
<b>Work Experience 1:</b>						
Job Title:		Organization:		Location:		From:
						To:
Role Description:						
<b>Work Experience 2:</b>						
Job Title:		Organization:		Location:		From:
						To:
Role Description:						
<b>Work Experience 3:</b>						
Job Title:		Organization:		Location:		From:
						To:
Role Description:						

**Have you ever applied in PMI, Geneva? Pls share the year & position applied for:**

**Have you ever worked in any international organization or any country's foreign mission?**

**Briefly explain your suitability for the job (maximum 100 words):**