



**Permanent Mission of India  
to the United Nations Office,  
21 Avenue Appia,  
1292 Chambesy,  
Geneva, Switzerland  
Tel: 41 22 7170600  
Fax: 4122 7170603**

## **ADVERTISEMENT**

**The Permanent mission of India in Geneva invites applications for filling up a post of Messenger/Office Assistant with the following conditions:**

1. The candidate should have working knowledge of English and French language.
2. The applicant must have valid B/C category Swiss Work/ Residence Permit.
3. Monthly salary will be fixed at CHF 3000 per month (Basic Pay) + CHF 300 medical allowance +7.47% of salary as social security contribution.
4. Normal working hours are from 0900 hrs to 1800 hrs from Monday to Friday.
5. Age **not** exceeding 35 years as on the closing date of receipt of applications.
6. Completed secondary and higher education. Higher academic qualifications will be an added advantage.

Shortlisted candidates will be called for the interview. Selected candidate should be able to assume charge of the post immediately after completion of appointment formalities.

Interested candidates may send their application and bio-data along-with copy of Swiss work/residence permit and educational certificates in [prescribed format](#) to:

**Head of Chancery,**  
Permanent Mission of India to the United Nations  
21 Avenue Appia, 1292 Chambesy,  
Fax No: 022-7170603  
Email: [admn1.genevapmi@mea.gov.in](mailto:admn1.genevapmi@mea.gov.in)

**Applications should reach the above mentioned address latest by 22 September 2023 by 17:30 hrs. Applications reaching after 22 September 2023 will not be accepted.**