



**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 one post of Clerk for a period of three months, with the following conditions:

<b>Job Title</b>	Clerk
<b>Salary</b>	CHF 3300/- per month.
<b>Essential Education Qualification</b>	Minimum Bachelor's degree (Graduate) in any stream. Proficiency in English and French (written and spoken)
<b>Age</b>	Preferably between 20 to 35 years of age.
<b>Work Experience</b>	Prior experience in secretariat work will be preferred.
<b>Work Permit</b>	The applicant must have valid B/C category Swiss Work/Residence Permit.
<b>Brief description of work</b>	Rendering clerical assistance including typing, answering phone calls in French and English. Coordination with Swiss authorities on need basis. Any other work assigned from time to time. Normal working hours are from 0900 hrs to 1800 hrs from Monday to Friday.

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: [adm1.genevapmi@mea.gov.in](mailto:adm1.genevapmi@mea.gov.in)

**Applications should reach the above mentioned address latest by 17 April 2024 by 17:30 hrs. Applications reaching after this date will not be accepted.**