

**PERMANENT MISSION OF INDIA
GENEVA**

No. GEN/PMI/579/01/2025

Dated: 07 March 2025

Advertisement for recruitment for post of Stenographer-Clerk

The Permanent Mission of India in Geneva invites applications from eligible candidates for recruitment for post of **Stenographer-Clerk**.

The details are as follow:

Job description: The selected candidate would be assigned to undertake routine administrative and logistics-related tasks, liaise with local vendors and agencies, handle organisation of events and other activities by the Mission, and other tasks as per the requirement of the Mission.

Educational qualifications: The applicant must hold a bachelors degree or equivalent from a recognised institution.

Technical skills: The applicant must be skilled at using the computer and the internet; and also have a good knowledge of MS Office.

Language skills: The applicant must have a working knowledge of both English and French.

Age: Applicants between the ages of 20 and 35 years would be preferred.

Permit status: The applicant must either hold the nationality of Switzerland or possess valid Category B or C Swiss Work Permit.

Remuneration: The selected candidate would be offered a monthly basic salary of CHF 6166/-. The Mission would also pay an amount towards medical and social security contribution, as per its norms. The position also entails other benefits as per the discretion of the Mission.

The Mission will invite shortlisted candidates for a personal interview during which a verification of all documents/certificates/permits would be undertaken.

Please note that at the time of offer of appointment, the selected candidate will be required to submit a certificate from a recognised doctor registered in Geneva certifying good mental and physical health, and also sign an Employment Contract with the Mission.

The interested candidates should e-Mail their detailed resumé to <pmi.gva@gmail.com> with the subject line ‘Application for post of Stenographer-Clerk’ latest by 25 March 2025.

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