



Permanent Mission of India
7 rue du Valais, 1202
Geneva, Switzerland
Tel: 41 22 9068686
Fax: 41 22 9068696

ADVERTISEMENT

The Permanent Mission of India to the WTO in Geneva invites applications for filling up one post of '**Local Secretary**'. The applicants must have valid Swiss work/residence permit (Permit B or C) and proficiency in communicating in English and French. Proficiency in English typing and computers (MS Word, Excel, Power-point, etc.) and handling of fax, photocopier, scanner, printers, etc. is essential. The applicant should not be more than 35 years of age as on the last date of receiving applications, i.e., 2nd August 2019. Other requirements are:

S. No.	Title	Brief description of work	Salary	Additional requirement
1	Local Secretary	Taking dictation, arranging calls and meetings, making travel arrangements, composing correspondence, organizing and maintaining files, answering phones, Handling work related to administration.	CHF 4000.00 per month + Chf 300.00 medical allowance + 7.47% of salary as social security	Knowledge of local laws.

Short-listed applicants will be called for the interview and skill test. Those interested may send their application and bio-data alongwith a copy of Swiss work/residence permit and educational certificates to:

Attaché (Administration) / Attaché (WTO)

Permanent Mission of India

9, Rue du Valais

1202 Geneva

Fax No: 022 – 906 8696

Email: admin-indiawto@nic.in

Applications should reach the above-mentioned address latest by 2nd August 2019 by 1700 hrs.