

Permanent Mission of India to the World Trade Organisation
9, Rue Du Valais, 1202, Geneva, Switzerland
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08th July 2022

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The Permanent Mission of India to the WTO in Geneva invites applications for filling up one post of Documentation clerk. The details of the post and eligibility conditions are as follows:-

Salary	CHF 3300 per month in the scale of pay, as approved by the Govt. of India from time to time, plus admissible allowances
Brief job description of the post	<ul style="list-style-type: none">• Maintenance of WTO Documents(online & offline), upkeep of documentation room/office records, etc.• upkeep of the Mission's portal and digital interfaces• handling of records and reports related to trade, economics and commercial matters• handling general administrative matters• providing logistical/protocol assistance for visits/meetings/conferences, etc.• any other tasks assigned from time to time
Essential requirements	<ul style="list-style-type: none">• Graduate• Proficiency in English and French (reading, writing, speaking skills, ability to translate from French to English and vice versa)• Typing skills in English and French• Computer literate (knowledge of Office software, internet, etc. and basis computer hardware), handling of computer printers/internet/photocopier/fax, etc.
Desirable requirements	<ul style="list-style-type: none">• Knowledge of Hindi or any other Indian language• prior experience in secretarial tasks and in the areas of trade, economics and commercial matters in Missions and international organisations• Higher academic qualifications will be an added advantage
Age	Not exceeding 35 years as on the closing date of receipt of applications
Closing Date	2 August 2022

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 within a reasonable time period(max. of 4 weeks) of completion of appointment formalities.

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

Interested candidates may email/send their applications in the prescribed format([link](#)) and copies of Swiss work/residence permit & testimonials within the closing date to:-

Attache (WTO)

Permanent Mission of India to the World Trade Organisation
9, Rue du Valais, 1202, Geneva
Email:- admin-indiawto@nic.in