



**Permanent Mission of India  
to the World Trade Organisation,  
9 Rue du Valais, 1202  
Geneva, Switzerland  
Tel 41 22 9068686  
Fax 4122 9068696**

**ADVERTISEMENT**

The Permanent Mission of India to the WTO in Geneva invites applications for filling up **One Post of Clerk in the Mission for a period of 03 months**. The Details are as follows:-

<b>Job Title</b>	Clerk
<b>Salary</b>	CHF 3300/- per month (Basic Pay) + CHF 300 medical allowance +7.47% of salary as social security
<b>Essential Education Qualification</b>	Minimum Bachelor's degree (Graduate) in any stream. Proficiency in English and French (written and spoken)
<b>Age</b>	Applicant should not be more than 35 years as on 16.11.2020
<b>Work Experience</b>	Prior experience in Secretariat work. Work experience in other Missions and International Organisations will be desired.
<b>Other Skills Required</b>	Proficiency in MS Office/Excel and General Computer skills.
<b>Long Work Permit and Resident Visa</b>	The applicant must have valid <b>B/C category Swiss Work/ Residence Permit</b>
<b>Mental and Physical Health</b>	Candidate should be in good mental and physical health.
<b>Brief description of work</b>	Rendering clerical assistance including typing, answering phone calls in French and English languages. Maintenance of Officer records and file. Coordination with Swiss Authorities on need basis. Handing Visitors to the Mission. Any other work assigned from time to time

Short listed applicants will be called for the interview and skill test. Interested candidates may send their application and bio-data along-with **copy of Swiss Work/Residence Permit and Educational Certificates to:**

**Shri Rakesh Kumar  
First Secretary (Legal)**  
Permanent Mission of India to the World Trade Organisation  
9, Rue du Valais, 1202 Geneva  
Fax No: 022-9068696  
Email: [admin-indiawto@nic.in](mailto:admin-indiawto@nic.in) / [r.kumar73@nic.in](mailto:r.kumar73@nic.in)

**NOTE:- Applications should reach the above mentioned address latest by 08<sup>th</sup> December 2020 by 1730 hrs.**