



**Permanent Mission of India
to the United Nations Office,
21 Avenue Appia,
1292 Chambesy,
Geneva, Switzerland**
Tel: 41 22 7170600
Fax: 4122 7170603

ADVERTISEMENT

Job Title	Clerk (consular)
Vacancy	One
Salary	CHF 3300 per month (Basic Pay) + CHF 300 medical allowance +7.47% of salary as social security
About the Position	The Clerk will be responsible for: <ul style="list-style-type: none">• Handling consular work/services such as visa and passport, OCI information, Attestations and other miscellaneous services;• Assisting in smooth and effective delivery of consular services to Indian Diaspora members and work related to Indian Community Welfare Fund;• General office work, filing and organization tasks;• Preparation of Consular reports and record keeping;• Translation, regular correspondence, minute taking and any other tasks as directed from time to time;
Essential Qualification	<ul style="list-style-type: none">• Minimum Bachelor's degree in any stream or equivalent vocational training.• 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• Good IT skills: 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/foreign language• Higher academic qualifications will be an added advantage.
Work Permit	•The applicant must have valid B/C category Swiss Work/ Residence Permi
Age	Not exceeding 35 years as on the closing date of receipt of applications.
Closing Date	09 th May 2024, 17:30 hours

Short listed applicants will be called for the interview and skill test. Selected candidate should be able to assume charge of the post within a reasonable time period (max. of 2 weeks) of 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 (link-) to:

Head of Chancery,
Permanent Mission of India to the United Nations
21 Avenue Appia, 1292 Chambesy,
Fax No: 022-7170603
Email: admn1.genevapmi@mea.gov.in

**The last date for inviting applications has been extended to 19th May 2024.
Applications should reach the above mentioned address latest by 19th May 2024, 17:30 hours.**