



सत्यमेव जयते

**PERMANENT MISSION OF INDIA  
GENEVA**

**No. GEN/PMI/579/01/2025**

**Dated: 24 April 2025**

**Advertisement for recruitment for the post of Office Assistant**

The Permanent Mission of India in Geneva invites applications from eligible candidates for recruitment for the post of **Office Assistant**.

The details are as follow:

**Job description:** The selected candidate will be required to assist the Mission in daily administrative tasks such as, preparation, filing, despatch and delivery of documents and parcels to external agencies; movement of files and documents within the Mission; distribution of office supplies; delivery and pickup of forms and documents to and from UNOG, OCV, airport and customs offices etc; purchases from local vendors; various inventories of properties of the Mission; handling telephone calls and visitors. Additionally, provide logistical support in events hosted by the Mission and other official engagements, during movement of officers and delegates (reception and baggage handling at airport, registering complaints of lost luggage), facilitating personnel of the Mission in day-to-day tasks, and driving official vehicle of the Mission, when required.

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

**Technical skills:** The applicant must have a good knowledge of using the computer, internet, and 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. The applicant must also possess a valid local driving licence.

**Remuneration:** The selected candidate would be offered a monthly basic salary of CHF 4636/-. 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 and 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 who fulfil the requisite conditions should e-Mail their (i) detailed resumé (ii) scan of Swiss ID or work permit (iii) certificate of proficiency in French language if non-native speaker and (iv) driving licence to <pmi.gva@gmail.com> with the subject line 'Application for post of Office Assistant' latest by 08 May 2025.**

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