

**PERMANENT MISSION OF INDIA TO THE WORLD TRADE ORGANISATION
GENEVA**

No. GEN/PMI/WTO/551/01/2022

Dated: 07 April 2025

Advertisement for recruitment for post of Documentation Clerk

The Permanent Mission of India to the World Trade Organisation in Geneva invites applications from eligible candidates for recruitment for post of **Documentation Clerk**.

The details are as follow:

Job description: The selected candidate would be assigned to undertake maintenance and organisation of files and documents; maintenance and updating of Mission's portal and digital interfaces; administrative and logistics-related tasks; liaising with local agencies; handling organisation of visits, meetings, events and other activities of the Mission; and other tasks as per the requirement of the Mission.

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

Technical skills: The applicant must be skilled at using the computer and the internet, have a good knowledge of MS Office, and possess good typing skills in both English and French.

Language skills: The applicant must have a working knowledge of both English and French and be proficient in translation between both languages. The knowledge of Hindi or any other Indian language would be preferred.

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.

Work Experience: Applicants with prior work experience in secretarial positions, and in areas of trade, economics, and commercial matters in diplomatic organisations and international organisations would be preferred.

Remuneration: The selected candidate would be offered a monthly basic salary of CHF 5100/-. 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/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 should e-Mail their detailed resumé to <admin-indiawto@nic.in> with the subject line 'Application for post of Documentation Clerk' latest by 21 April 2025.

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