



Permanent Mission of India
9 Rue du Valais, 1202
Geneva, Switzerland
Tel: 41 22 9068686
Fax: 41 22 9068696

ADVERTISEMENT

The Permanent Mission of India to the WTO in Geneva invites applications for filling up one post of '**Local Secretary**'. The applicants must have valid Swiss work/residence permit (Permit B or C) and proficiency in communicating in English and French. Proficiency in English typing and computers (MS Word, Excel, Power-point, etc.) and handling of fax, photocopier, scanner, printers, etc. is essential. The age limit for applying is 40 years as on last date of receiving applications. Other requirements are:

S. No.	Title	Brief description of work	Salary	Additional requirement
1	Local Secretary	Taking dictation, arranging calls and meetings, making travel arrangements, composing correspondence, organizing and maintaining files, answering phones, Handling work related to administration.	CHF 3300.00 per month (basic)	Knowledge of local laws.

Short-listed applicants will be called for the interview and skill test. Those interested may send their application and bio-data alongwith a copy of Swiss work/residence permit and educational certificates to:

Attaché (Administration) / Attaché (WTO)

Permanent Mission of India
9, Rue du Valais
1202 Geneva
Fax No: 022 – 906 8696

Email: adm.genevapmi@mea.gov.in / admin-indiawto@nic.in

Applications should reach the above-mentioned address latest by 8th September 2017 by 1700 hrs.