

Embassy of India

Berne

Invites applications for one post each (full time)

(i) Interpreter (ii) Marketing Assistant & (iii) Messenger-cum-cleaner.

01 Post of Interpreter: - (A) Essential Qualification:- (a) Should be a Graduate in any discipline (b) Should not be more than 40 years of age, (c) should have a good knowledge of German & English (d) Good working knowledge of computer & ICT (e) Interpretation and Translation skills from one language to the other among aforesaid languages (Diploma Preferred).

(B) Desirable Qualification: - (a) Should have at least 2 to 3 years of experience in interpretation/translation (b) Knowledge of French (c) Good Communication Skills.

Pay Scale: CHF 5000-150-7250-215-9400-280-12200

[plus CHF 300 per month medical allowance + 7.47% of pay as Social Security per month + one month basic pay as bonus annually]

01 Post of Marketing Assistant:- (A) Essential Qualification (a) Should be a Graduate in any discipline; (b) Should not be more than 40 years of age; (c) Should have a good working knowledge of German & English; (d) Good working knowledge of computer & ICT.

(B) Desirable Qualification: (a) Work experience in market analysis and handling of trade statistics & queries, Power Point Presentation, Excel, economic analysis and organizational skills.

Pay Scale: CHF 4000-120-5800-175-7550-225-9800

[plus CHF 300 per month medical allowance + 7.47% of pay as Social Security per month + one month basic pay as bonus annually]

01 Post of Messenger-cum-Cleaner:- Applicant should have completed 10 years of schooling (b) should not be less than 25 years of age; (c) Should have a good working knowledge of English (d) Desirable Qualification: (e) Knowledge of any of the Indian languages.

Pay Scale: CHF 3000-90-4350-130-5650-170-7350

[plus CHF 300 per month medical allowance + 7.47% of pay as Social Security per month + one month basic pay as bonus annually]

Applications will be accepted only from those candidates who are in possession of a valid Swiss Work Permit & Residence Permit. Embassy's decision regarding suitability of the candidate shall be final. Candidates shortlisted will be contacted for further assessment, including a personal interview.

Applications from interested persons with their CV (in English), copies of educational qualifications (with their English translation), work experience, visa status, contact address, e-mail & telephone No. etc should reach latest by **22nd March 2019** to the Embassy of India.

For any queries, please contact 031-3501130

Email:- admn.berne@mea.gov.in

