

**EMBASSY OF INDIA  
BERNE**

Invites applications for the posts of **Assistant** and **Clerk (Full-time)**

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**Post of Assistant:-**

**Qualification:** (a) Diploma after Intermediate level or Graduation in any discipline. (b) Fluency in English with working knowledge of German. (c) Should not be more than 30 years of age. (d) Proficiency in Computer applications including MS Office applications - Word, Excel etc.

**Pay Scale:** CHF 5600-168-8120-244-10560-317-13730 [plus CHF 300 per month medical allowance + 7.47% of pay as Social Security per month]

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**Post of Clerk:-**

**Qualification:** (a) Diploma after Intermediate level or Graduation in any discipline. (b) Fluency in English with working knowledge of German. (c) Should not be more than 30 years of age. (d) Good working knowledge of computers.

**Pay Scale:** CHF 4620-139-6705-201-8715-261-11325 [plus CHF 300 per month medical allowance + 7.47% of pay as Social Security per month]

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

Applications from interested persons, along with their CV (in English), copies of educational qualifications (with English translations), work experience details, a copy of the Swiss work/residence permit, contact address, e-mail, and telephone number, should reach the **Embassy of India, Kirchenfeldstrasse 28, CH-3005 Berne**, on or before 10<sup>th</sup> March, 2026.

For any queries, please contact: **031-3501130**

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