EMBASSY OF INDIA
BERNE

Invites applications for the following post of Clerk (full time)

Post of Clerk: - **(A)** Essential Qualification (a) Should be a Graduate in any discipline; (b) Should not be more than 45 years of age; (c) Should have a good working knowledge of German and English; (d) Good working knowledge of computer and ICT.
(B) Desirable Qualification: (a) Experience in Secretarial work; (b) Knowledge of any of the Indian Languages.
Pay Scale: CHF 3300-100-4800-145-6250-185-8100
[plus CHF 300 per month medical allowance + 7.47% of pay as Social Security per month.

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 **31st March 2020** to the Embassy of India, Kirchenfeldstrasse 28, CH 3005 Berne.
For any queries, please contact 031-3501130.
email: - admn.berne@mea.gov.in