

**EMBASSY OF INDIA
BERNE**

**Invites applications for the following posts (full time)
(i) Interpreter (ii) Assistant**

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 and English (d) Good working knowledge of computer and ICT (e) Interpretation and translation skills from one language to another 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]

Post of Assistant:- Qualification: (a) Diploma after intermediate or Graduation in any subject. Fluent in English with working knowledge of German. Possess good working knowledge of computer, age preferably below 35 years. Desirable: experience in public dealing.

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]

Application 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 10.09.2023 to the Embassy of India, Kirchenfeldstrasse 28, CH 3005 Berne.

For any queries, please contact 031-3501130.

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