

Last date for
submission: 08 July 2025

**EMBASSY OF INDIA
BERNE**

Invites applications for the post of Marketing Assistant (full time)

Post of Marketing Assistant:- Qualification: (a) Diploma after intermediate or Graduation in any subject. Fluent in English with working knowledge of German. (b) Work experience in market analysis and handling of trade statistics & queries (c) Power Point Excel Presentation, economic analysis and organizational skills.
[plus CHF 300 per month medical allowance + 7.47% of pay as Social Security per month]
Pay Scale: CHF 4000-120-5800-175-7550-225-9800

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 **08 July 2025** to the Embassy of India, Kirchenfeldstrasse 28, CH 3005 Berne.

For any queries, please contact 031-3501130.

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