

**EMBASSY OF INDIA
BERNE**

**Invite applicatins for the post of a Marketing Officer (full time) & one post
of Clerk (Full time)**

Post of Marketing Officer:- Qualification: (a) Graduation, preferably in Commerce, Economics & Statistics (b) Fluent in English & German (c) Having understanding of statistical tools for undertaking proper analysis of subjects (d) Experience in preparing analytical reports (e) Should not be more than 45 years of age;

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]

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

(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 will be accepted only from those candidates who are either Swiss nationals or are in a possession of a valid Swiss Work Permit & Residence Permit. Embassy's decision regarding suitability of a 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 **18th September 2020** to the Embassy of India, Kirchenfeldstrasse 28, CH 3005 Berne.

For any queries, please contact 031-350-1130

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