

EMBASSY OF INDIA

BERNE

Invites applications for the following posts (full time)

(i) Interpreter (ii) Assistant (iii) Receptionist

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:- (A) Essential Qualification:- (a) Should be a Graduate in any discipline; (b) Should not be more than 35 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 public dealing; (b) Knowledge of any of the Indian Languages.

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]

Post of Receptionist:- (A) Essential Qualification:- (a) Should be a Graduate in any discipline; (b) Should not be more than 35 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 + 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 15.01.2025 to the **Embassy of India, Kirchenfeldstrasse 28, CH 3005 Berne.**

For any queries, please contact 031-3501130.

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