

No. 49/37/2012- 6SII  
GOVERNMENT OF HARYANA  
CHIEF SECRETARY'S OFFICE  
PERSONNEL DEPARTMENT

Date, Chandigarh, the 30<sup>th</sup> May, 2012.

To

As per list enclosed.

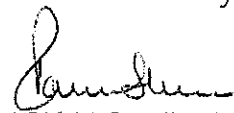
Subject:- Vacancy Notification No. CLE/EDR dated 12-5-2012- Filling up of the post of Executive Director in the Council for Leather Exports, Chennai, Tamil Nadu on deputation basis – Regarding. .

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Sir/Madam,

I am directed to refer to the subject cited above and to enclose a copy of office memorandum No.CLE/Adm/EDR-VN-2012, dated 12<sup>th</sup> May, 2012 received from Council for Leather Exports, (Ministry of Commerce and Industry, Government of India), Chennai on the subject noted above and to request that in case you are willing to be considered for the posts mentioned in the above subject you may kindly send three copies of your bio-data to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,

  
(PAWAN SHARMA)  
Superintendent Services-II.

  
**INTERNAL DISTRIBUTION**

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## LIST

Sr.No.	Name of the Officer S/Shri/Smt.	Batch	Present Posting
1.	Rajeev Ranjan, IAS	1998	Director-cum-Joint Secretary, Environment Department
2.	Surjeet Singh, IAS	1998	Administrator, HUDA (Hqrs), Panchkula
3.	Vidya Dhar, IAS	1998	Joint Secretary to Government, Haryana, Technical Education
4.	Vijay Singh, IAS	1999	Joint Secretary, Industrial Training
5.	Nitin Kumar Yadav, IAS	2000	Director, Supplies & Disposals and Joint Secretary to Govt., Haryana, Finance Department, Member Secretary, 4 <sup>th</sup> State Finance Commission, Haryana and Director, Institutional Finance & Credit Control, Haryana
6.	Pankaj Agarwal, IAS	2000	Deputy Commissioner, Sonapat
7.	Vikas Gupta, IAS	2001	Deputy Commissioner, Rohtak and Commissioner, M.C., Rohak
8.	Pankaj Yadav, IAS	2001	State Project Director, Haryana Prathmic Shiksha Priyojna Parishad, Project Director, Rastriya Madhyamic Shiksha Abhiyan(RMSA)
9.	Vijay S. Dahiya, IAS	2001	Deputy Commissioner, Palwal
10.	Amneet P. Kumar, IAS	2001	Joint Secretary Secretariat Establishment and Monitoring & Coordination Departments.
11.	Praveen Kumar, IAS	2001	Joint Secy, Land Use Board & Administrator, HUDA, Gurgaon
12.	Abhe Singh Yadav, IAS	2001	Director-cum-Joint Secretary, Elementary Education Department
13.	M.L. Kaushik, IAS	2001	Joint Secretary, Forests Department, Deputy Commissioner, Fatehabad
14.	R.C. Verma, IAS	2001	Director, Industrial Training, Haryana
15.	Satyaprakash T.L., IAS	2002	Director-cum-Joint Secretary, Industries & Commerce and Mines & Geology Departments, MD, HSSI&EC, MD, HSH&HC and M.D. Haryana Tanneries, Jind
16.	Mohammed Shayin, IAS	2002	Administrator, HUDA, Hisar
17.	Sameer Pal Srow, IAS	2002	Director-cum-Joint Secretary, Urban Local Bodies and Project Dir, Swarn Jayanti Shehri Rozgar Yojna and State Urban Dev. Society, Hr.
18.	Amit Kumar Agrawal, IAS	2003	Deputy Commissioner, Hisar and Commissioner, M.C., Hisar
19.	Ajit Balaji Joshi, IAS	2003	Deputy Commissioner, Jhajjar
20.	R.S. Kharb, IAS	2003	C.A., Housing Board, Haryana
21.	W.S. Goyat, IAS	2003	Deputy Commissioner, Mewat at Nuh and CEO, Mewat Development Agency, Nuh.
22.	Vikas Yadav, IAS	2003	Joint Secretary, Revenue & Disaster Management and Health Department and M.D., Haryana Seeds Development Corporation..
23.	Balraj Singh, IAS	2003	Deputy Commissioner, Faridabad
24.	Ashok Sangwan, IAS	2003	Joint Secretary, Administrative Reforms, D.C., Yamunanagar and Commissioner, MC, Yamunanagar
25.	I.C. Sangwan, IAS	2003	Secretary, Haryana Public Service Commission.



# Council for Leather Exports

(Ministry of Commerce and Industry, Government of India)

**M. Rafeeqe Ahmed**

Chairman

**Registered Office & Head Office**

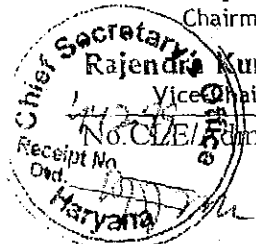
CMDA Tower II, 3<sup>rd</sup> Floor, Gandhi - Irwin Bridge Road, Egmore, Chennai 600 008, INDIA

Tel: +91-44-28594367-71 (5 lines)

Fax: +91-44-28594363 & 28594364

E-Mail : cle@cleindia.com Website: www.leatherindia.org

May 12, 2012



No. CLE/Admn/EDR-VN-2012/

## OFFICE MEMORANDUM

**Sub: Vacancy Notification No. CLE/EDR dated 12-5-2012-Filling up of the post of Executive Director in the Council for Leather Exports, Chennai, Tamil Nadu on deputation basis - Regarding**

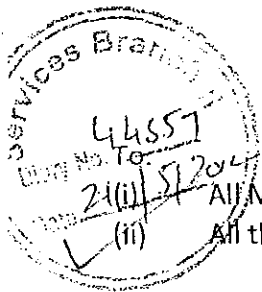
Council for Leather Exports is an Export Promotion organization under the Department of Commerce, Ministry of Commerce and Industry, Government of India, requires services of eligible and willing officers for appointment to the post of the **Executive Director in its Head Office at Chennai, Tamil Nadu.**

The scale of pay, number of posts, classification, mode of recruitment, age, eligibility conditions, qualifications and experience and the period of deputation, etc are given in Annexure-I attached to this Office Memorandum.

The pay of the officer selected for appointment on deputation basis will be regulated in accordance with pay scale of pay as applicable to Deputy Secretary to Government of India in the pay scale of Rs.15600-39100 plus Grade Pay of Rs.7600 with admissible allowance thereto. Individuals serving in a higher grade pay, not exceeding Rs.10,000 may also apply and shall be considered for appointment if a suitable candidate from eligible category is not found.

It is, therefore, requested that the above vacancy notification may be circulated to all the organizations including PSUs, Semi-Government / Statutory OR Autonomous Organizations under your administrative control and the applications of suitable officers, who can be released in the event of their selection, may be forwarded through proper channel in the prescribed proforma in triplicate (as per the specimen given in Annexure II attached to this O.M.), along with (i) photo copies of the Annual Confidential Reports (ACRs) of the applicants for the last five years duly attested by an Officers NOT below the rank of Under Secretary or equivalent; (ii) a certificate from the employer that no disciplinary / vigilance case is either pending or being contemplated against the Officer, (iii) a statement indicating the details of major / minor penalties, if any, imposed on the officer during the last 10 years, (iv) integrity certificate duly signed by the competent authority, and (v) Cadre clearance, by name to The Chairman, Council for Leather Exports, CMDA Tower II, 3<sup>rd</sup> Floor, Gandhi Irwin Bridge Road, Egmore, Chennai-600 008 with in one month from the date of issue of this notification. Applications received after the last date (11-6-2012) or without confidential reports and other requisite documents or otherwise found incomplete will not be considered.

**[M.J.Jamal Md. Mohideen]**  
Assistant Director (Admn)



All Ministries/Departments of the Government of India

All the Chief Secretaries of the State Government/Union Territory Administration



# **Council for Leather Exports**

(Sponsored by Ministry of Commerce & Industry, Government of India)

**Vacancy Notification No. CLE/EDR dated 12<sup>th</sup> May 2012**

Council for Leather Exports invites application for the post of "Executive Director" in Chennai in the pay scale of Rs.15,600-39,100 (PB-3) with a Grade Pay of Rs.7,600 and admissible allowances thereto. Monthly emoluments as at present is Rs.50,520/- at the minimum scale of pay besides other admissible fringe benefits to the position. The appointment for open market candidates on direct recruitment will be on contract basis including probation period of one year which can be extended further with approval of the COA and concurrence of the Central Government. Higher emoluments than permissible may be considered in light qualification and experience.

**Eligibility Conditions etc. for Open Market Candidates (Direct Recruits):**

- (i) Should be a Post-Graduate in Economics/Commerce/Engineering/Business Administration from a recognized University.
- (ii) Should have a minimum of 15 years experience in senior position in a reputed Trade Promotion/Export Promotion Organization/Public or Private Sector Enterprise/ leading Management Institute/ Consultancy Organization/ relevant Govt. Department.
- (iii) Should have adequate knowledge of National and International Trade Policy, WTO and various agreements and regional trade cooperation impacting our industry
- (iv) Age Limit: Not more than 45 years as on 1-1-2012

**Desirable Qualification:**

- (i) Prior experience in Marketing and Trade Promotion in Europe and USA which are prime and potential markets for Indian Leather products export.
- (ii) Experience of Secretarial, administrative and financial management pertaining to trade bodies/large organization
- (iii) Candidates should possess sound knowledge of Industrial Management and Export Marketing
- (iv) Knowledge of global organizations in developed and developing countries dealing with various aspects of leather industry

**Eligibility Conditions for candidates on Deputation Basis:**

Officers possessing requisite qualifications with 5 years of regular service in the grade pay of Rs.6,600/- in the Central/State Government/ Organisation or Organization under Central / State Government. Individuals serving in higher grade pay, not exceeding Rs.10,000 may also apply and shall be considered for appointment if a suitable candidate from eligible category is not found.

The Candidates for selection on deputation shall not be eligible for consideration for appointment on promotion or direct recruitment basis. Period of deputation including period of deputation/contract in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the Central Government shall not exceed five years. The

maximum age limit is 56 years as on the closing date of receipt of application. In the event of performance being found unsatisfactory, the COA can, with prior approval of the Central Government, revert the officer back to the parent cadre. The period of deputation shall be ordinarily be for a period of 3 years which can be extended upto another 2 years with the consent of parent department and approval of COA with concurrence of Central Government on foreign service terms and conditions as per deputation norms of the Central/ State Govt as applicable.

Deputationists from Central / State Government Departments/Organisations have to apply through proper channel with photocopies of last five years ACR, vigilance clearance, integrity certificate and cadre clearance certificate.

**Eligibility and other conditions for departmental candidates on promotion basis from feeder cadre:**

At least 5 years of service in the grade pay of Rs.6600/-. Departmental officers in the feeder category in the direct line of promotion shall not be eligible for consideration for appointment on deputation or direct recruitment basis. In case of selection through promotion, the tenure will be 3 years which can be extended by COA with concurrence of Central Government but not beyond the regular age of retirement. In the event of performance being found unsatisfactory, the COA can, with prior approval of the Central Government, reassign the officer elsewhere.

**Method of Recruitment:** By inviting applications through advertisement. In addition to open market candidates meeting the eligibility criteria mentioned above, internal candidates meeting the criteria for selection by promotion and individuals meeting the criteria for selection on deputation from Central/State Governments and organizations under Central/State Government are also eligible to apply.

For further details please visit Council's website [www.leatherindia.org](http://www.leatherindia.org) under Vacancy Column. Interested candidates may send their application by e-mail to [jobs@cleindia.com](mailto:jobs@cleindia.com) and also a hard copy by courier/post to the following address as per the format of application appended below with a recent Passport size photo and detailed resume along with copies of relevant documents as a proof so as to reach us within one month from the date of publication of this Vacancy Notification.

The Chairman,  
Council for Leather Exports,  
CMDA Tower II, 3<sup>rd</sup> Floor, Gandhi Irwin Bridge Road, Egmore, Chennai-600 008.

No application shall be entertained under any circumstances after the stipulated date. Incomplete applications are liable to be REJECTED.

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**ANNEXURE-II****APPLICATION FOR POST OF EXECUTIVE DIRECTOR,  
COUNCIL FOR LEATHER EXPORTS, CHENNAI****Photo**

Category (√)	i. Internal Candidate ii. Officer from Central / State Government/organizations iii. Open Market Candidate	
Name		
Father's Name		
Address for Communication, including Phone, Mobile, E-mail etc.		
Date of birth ( Date /Month/Year) and Age		
Educational Qualifications		
Information pertaining to eligibility (as per format given below)		
		Qualification/experience possessed by the applicant
Essential	1.	
	2.	
	3.	
Desirable	1.	
	2.	
	3.	
	4.	

Work Experience ( Years and Months completed)						
Details of employment held in chronological order including present employment. <i>(Please fill the details as per format below. Please enclose separate sheet duly authenticated by your signature if space is insufficient)</i>						
S. No.	Office/Institution	Post held	From (Month and year)	To (Month and Year )	Scale of pay including Basic Pay *	Nature of duties
1.						
2.						
3.						
4.						
5.						
Salary / Gross emoluments drawn per month (Rs.) (Please Attach Last Pay Certificate )						
Name and complete address of present employer (including phone number, fax number and e-mail)						
Self- appraisal as to why I consider myself suitable for the post (not more than 500 words) (Attach separate sheets-preferable print outs						

I hereby certify that the details given above are true to the best of my knowledge and belief and I shall be liable for disqualification for the post applied for if the details are found to be false and incorrect.

Signature of the candidate :

Date :

Place :

6

**Countersigned**

Name of the authorized signatory of the employer :  
Designation :  
Signature :  
Date :  
Office Seal :

Note:- In case of Officers from Central/State Government/Department/Organizations, the application must be accompanied by the following:-

1. ACR for the last 5 years.
2. Vigilance clearance
3. Cadre clearance
4. Integrity Certificate
5. Certificate that no major/minor penalty has been imposed on him/her for the last 10 years.

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