



Mukhtarul Amin  
Chairman

P.R. Aqeel Ahmed  
Vice-Chairman

# Council for Leather Exports

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

Registered Office & Head Office :

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September 15, 2017

No.CLE/Adm/EDR-2017/

## Office Memorandum

**Sub: Filling up of the post of Executive Director in the Council for Leather Exports, Chennai, Tamil Nadu on deputation (including short term contract) 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 (Including short-term contract) basis will be regulated in accordance with extant orders of Government of India on the subject in force from time to time.

It is, therefore, requested that the above vacancy 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 spared for joining the post in the event of their selection, may be forwarded only through proper channel in the prescribed pro-forma (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, 3rd Floor, Gandhi Irwin Bridge Road, Egmore, Chennai-600 008 with in one month** from the date of publication of the advertisement. Applications received after the last date or without confidential reports and other requisite documents or otherwise found incomplete will not be considered.

This issues with the approval of the Chairman of the Council.

  
[M.J.Jamal Md. Mohideen]  
Deputy Director

To:

- (i) All Ministries/Departments of the Government of India
- (ii) All the Chief Secretaries of the State Government/ UT

## Council for Leather Exports

## Recruitment Rule for the Post of Executive Director (On Deputation)

Name of the Post	Executive Director, Council for Leather Exports, Chennai
Number of Post	One (1)
Classification	Non – Ministerial
Scale of pay	Level 12 (Grade Pay 7600) as per 7 <sup>th</sup> CPC Pay Matrix approved by the Government of India.
Whether Selection post or non-selection	Selection Post
Age limit	The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years on the closing date of receipt of application
Eligibility Condition etc for Applicants on Deputation Basis.	<ul style="list-style-type: none"> <li>➤ Five years of regular service in the grade pay of Rs.6600/- in the Central/State Government or organizations under Central / State Government</li> <li>➤ Individuals serving in a higher grade pay not exceeding Rs.10,000 may apply and shall be considered for appointment if a suitable candidate from the eligible category is not found.</li> <li>➤ In the event an officer is selected for post on deputation, salary shall be fixed keeping in mind the scale / grade pay in the parent organization, in accordance with relevant Government basis.</li> <li>➤ Candidate for selection on deputation shall not be eligible for consideration for appointment on promotion or direct recruitment basis.</li> <li>➤ 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.</li> </ul>
Method of recruitment	<p>By inviting of applications by open advertisement</p> <p><b>Note:</b></p> <p>1. In addition to open market candidates meeting the eligibility specified in the Recruitment Rule, candidates of following category are also eligible to apply</p> <p>(a) Internal candidates meeting the criteria specified in these RRs for selection by promotion; and</p> <p>(b) individuals meeting the criteria specified in these RRs for selection on deputation from Central/Sate Governments and organizations under Central/ State Government.</p> <p>2. The selection made by the Chairman on the basis of the performance of the Candidate in the interview by a Selection Committee in consultation with Committee of Administration (COA)</p>
Period of probation	The selected candidate will be on probation for a period of one year.
Tenure of Appointment	In case of selection on deputation, it shall ordinarily be for a period of three years which can be extended further with the approval of COA as per norms of deputation of Government of



	India or State Government concerned. The deputation will be on foreign terms and conditions as applicable to the Government servants in the Central/State Government. In no case the tenure will be extended beyond 5 years. Period of deputation including period of deputation/contract in 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.
Termination	The services of an Executive Director selected from the open market can be terminated by COA at any time by giving one month notice or one month salary in lieu of the notice period in case the performance of the incumbent is not satisfactory. In the case of officers selected by ED by promotion or deputation, in the event of performance being found unsatisfactory, the COA can revert the officer back to the status prevailing prior to promotion or the parent cadre respectively.

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**APPLICATION FOR POST OF EXECUTIVE DIRECTOR - (DEPUTATION)  
COUNCIL FOR LEATHER EXPORTS, CHENNAI**

**Photo**

Category (✓)	Officer from 1. Central Government [ ] 2. State Government [ ] 3. Organizations under Central / State Government [ ]	
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)		
		<b>Qualification/experience possessed by the applicant</b>
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.  
(Please fill the details as per format below. Please enclose separate sheet duly authenticated by your signature if space is insufficient)

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.)						
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 :

**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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