



Council for Leather Exports

Sponsored by Ministry of Commerce & Industry, Government of India

Head Office:

CMDA Tower II, 3rd Floor, Gandhi-Irwin Bridge Road, Egmore, Chennai 600 008

Email: cle@cleindia.com, Tel: +91 44 2859 4367-71 (5 Lines)

Website: www.leatherindia.org

VACANCY NOTIFICATION

No.CLE-HO/Admn/Vacancy/ 2017-18: Dated 22.01.2018

The Council for Leather Exports (CLE), an Export Promotion Organization functioning under the aegis of Ministry of Commerce and Industry, Government of India, invites application for the post of **STENO-TYPIST** on purely temporary / contract Basis in Head Office at Chennai on a consolidated remuneration ranging between Rs.15000/- and Rs.18000/- per month, based on the merits of the candidates.

Qualifications:

Age	Maximum 30 years as on 01.01.2018
Education Qualification	Under Graduation (Any UG Course)
Technical Qualification	<ul style="list-style-type: none">• Higher Examination Pass in Shorthand• Higher Examination Pass in Typewriting• Proficiency in operation of computer MS office-Word, Excel, Power Point etc• High proficiency in English
Experience	Minimum 3 years' experience as Stenographer

The preference would be given for Chennai-based candidates. The position would entail extended working hours depending upon the work exigency.

Eligible candidates may send their application along with detailed Resume, with a recent photo along with copies of the education & technical qualification, experience certificates so as to reach the following address before **03.02.2018**, as per '**Format**' attached to this Vacancy Notification.

Soft copy may be submitted to jobs@cleindia.com and a hard copy by Courier / post may be sent addressed to 'The Deputy Director (Administration), Council for Leather Exports, CMDA Tower II, 3rd Floor, Gandhi Irwin Bridge Road, Egmore, Chennai – 600008' so as to reach us before **03.02.2018**.

Sd/-

DEPUTY DIRECTOR (Admn)

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