

Recruitment of Temporary Executive Assistant



Council for Leather Exports

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

Applications invited for Temporary Executive Assistant

Council for Leather Exports (CLE) is inviting application for the Post of Executive Assistant on purely temporary basis in Delhi Regional Office on the consolidated remuneration of Rs. 40,000/- per month.

Essential Qualifications: -

1. A graduate in any discipline, preferably from Indian Institute of Foreign Trade (IIFT)
2. Working Experience in Hindi and ability to Draft Letters / Notes in English/Hindi and Good Communication Skills in Hindi / English (Oral / Written)
3. Interaction and Co-ordination with Exporters
4. Working knowledge of MS Office (Word / Excel / Power Point)

Desirable Qualifications: -

1. Post Graduate / MBA
2. Knowledge of accounts / Tally Software / IT
3. Typing speed of 45 wpm / Shorthand
4. Working Experience in Export Promotion Council's/State Govt./Central Govt./Private
5. Marketing & Operations Skills

Note: The engagement shall be purely on temporary basis and will not confer any right of the candidate for regular appointment in the Council.

Interested candidates may send their detailed Resume with a recent passport size photo, copy of the certificates (SSLC, HSC, Degree and Typing/ Shorthand etc.) in a sealed envelope to reach on or before 12.3.2025 to **Council for Leather Exports, Flat No. 317, DLF Prime Tower, Okhla Phase-1 (Near Hotel Crowne Plaza), New Delhi - 110 020.**

Recruitment of Temporary Staff Car Driver



Council for Leather Exports

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

Applications invited for Temporary Staff Car Driver

Council for Leather Exports (CLE) is inviting application for the Post of Staff Car Driver on purely temporary basis in Delhi Regional Office on the consolidated remuneration of Rs. 30,000/- per month.

Essential Qualifications: -

1. X standard pass from a recognised Board
2. Valid Driving Licence of Light Motor Vehicle
3. Knowledge of undertaking minor repairs in the Car
4. Knowledge of Hindi

Desirable Qualifications: -

- Knowledge of English
- Working Experience in Export Promotion Council's/State Govt./Central Govt./Private

Note: The engagement shall be purely on temporary basis and will not confer any right of the candidate for regular appointment in the Council.

Interested candidates may send their detailed Resume with a recent passport size photo, copy of the certificates (SSLC, HSC, Degree and Typing/ Shorthand etc.) in a sealed envelope to reach on or before 12.3.2025 to **Council for Leather Exports, Flat No. 317, DLF Prime Tower, Okhla Phase-1 (Near Hotel Crowne Plaza), New Delhi - 110 020.**