

GOVERNMENT OF ODISHA  
ELECTRONICS & INFORMATION TECHNOLOGY DEPARTMENT

No 6895 /E&IT

Bhubaneswar

EIT-GM-MISC -0008-2025

Dated 03.12.2025

From

Shri Dhaneswar Jhalia,  
Deputy Secretary to Government.

To

G.M.,(Admn), OCAC

Director,IIIT,Gothapatna,Bhubaneswar

Director,STPI, Fortune Towers, Bhubaneswar

Secretary, OVA,OCAC Building

Authorised Officer,OSEDC

Sub:- Circulation of Vacancy Notification for the post of Executive Director, Council for Leather Exports

Sir ,

I am directed to enclose herewith a copy of Letter No.40805, dated 02.12.25 along with its enclosures received from GA & PG Department for your kind information and necessary action.

Yours faithfully,

Deputy Secretary to Government

Memo No. 6896 /E&IT

Dated 03.12.2025

Copy forwarded to Under Secretary to Govt., GA & PG Department for kind information with reference to his Letter No.40805, dated 02.12.25.

Deputy Secretary to Government

ER 22-0



Government of Odisha  
General Administration & Public Grievance Department

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No. 40805 /Gen., Bhubaneswar, Dated 02/12/25

**GAD-RC-MISC-0030-2025**

From

Sri Jaysingh Kisan, OSS,

Under Secretary to Government.

To

Additional Secretary to Government,

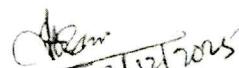
All Departments.

**Sub: Inviting Applications for the post of Executive Director in the Council for Leather Exports, Chennai ,Tamil Nadu on Deputation basis.**

Sir,

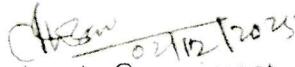
In inviting reference to the subject cited above, I am directed to enclose herewith the letter No. CLE-HO/ADMN/RR/25 dtd. 24.11.2025 received from Council for Leather Exports for the post of Executive Director and request you to take necessary steps at your end.

Yours faithfully,

  
Under Secretary to Government

Memo No. 40806 /Gen. Date: 02.12.25

Copy forwarded to Council for Leather Exports, No. 1, Sivaganga Road, Nungambakkam, Chennai- 600034 for kind information with reference to his letter dt. 24.11.2025.

  
Under Secretary to Government

L 14/100-1/7020



Rajendra Kumar Jalan  
Chairman

Ramesh Kumar Juneja  
Vice-Chairman

# Council for Leather Exports

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

Registered Office & Head Office:

No. 1, Sivaganga Road, Nungambakkam, Chennai - 600034

Phone : +91 44 48684380-84 (5 Lines)

Fax : +91 44 48684386

E-Mail : [cle@cleindia.com](mailto:cle@cleindia.com)

Website : [www.leatherindia.org](http://www.leatherindia.org)

No. CLE-HO/ADMN/RR/25

Nov. 24, 2025

To :

Secretaries of All Ministries/Departments of the Government of India

All the Chief Secretaries of the State Governments/ UT

Respected Sir

Greetings from Council for Leather Exports (CLE) !

Kindly refer to the enclosed Office Memorandum dated 19<sup>th</sup> November 2025 circulated earlier, requesting to circulate the vacancy notification for the post of Executive Director, Council for Leather Exports. In the aforesaid vacancy notification, certain changes have been made. The revised Vacancy Notification along with application form is sent herewith.

We would request that the revised vacancy notification and application form may be circulated to all the organizations including PSUs, Semi-Government / Statutory or Autonomous Organizations (i.e. Government Organisations only) 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 kindly be forwarded only through proper channel in the prescribed application form (which is attached to the enclosed Vacancy Notification) along with required documents through email on or before the deadline of 15<sup>th</sup> December 2025 to [chairman@cleindia.com](mailto:chairman@cleindia.com)

Also, hard copies of the application form and all required documents may be sent by courier/ post to the following address with the caption **APPLICATION FOR THE POST OF EXECUTIVE DIRECTOR** in the envelope.

The Chairman  
Council for Leather Exports  
No. 1, Sivaganga Road, Nungambakkam, Chennai - 600034

With kind regards

Yours sincerely

D. Gokula Krishnan  
Deputy Director



*AS SAIR  
AS, Industries  
Secretary  
Chairman  
Chief Secretary  
Odisha*



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Rajendra Kumar Jalan  
Chairman

Ramesh Kumar Juneja  
Vice-Chairman

NO. CLE/ADM/EDR-2025

November 19, 2025

## OFFICE MEMORANDUM

**Sub: 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 (CLE) is an Export Promotion Council sponsored by Department of Commerce, Ministry of Commerce and Industry, Government of India.

CLE has issued a Vacancy Notification dated 15<sup>th</sup> November 2025 inviting applications from eligible and willing officers for appointment to the post of "Executive Director – Council for Leather Exports" in its Head Office at Chennai, Tamil Nadu.

The scale of pay, mode of recruitment, age, eligibility conditions, qualifications and experience, period of deputation, etc are given in the enclosed Vacancy Notification. This Vacancy Notification along with application form are also hosted in the "Vacancy" heading in the website of CLE <https://leatherindia.org>

It is, therefore, requested that the above vacancy details may be circulated to all the organizations including PSUs, Semi-Government / Statutory or Autonomous Organizations (i.e. Government Organisations only) 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 application form (which is attached to the enclosed Vacancy Notification) along with following documents through email on or before the deadline of 15<sup>th</sup> December 2025 to [chairman@cleindia.com](mailto:chairman@cleindia.com)

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.

--2/-



# Council for Leather Exports

(Sponsored by Ministry of Commerce & Industry, Government of India)  
Registered Office & Head Office:

No. 1, Sivaganga Road, Nungambakkam, Chennai - 600034

Phone : +91 44 48684380-84 (5 Lines)

Fax : +91 44 48684386

E-Mail : [cle@cleindia.com](mailto:cle@cleindia.com)

Website : [www.leatherindia.org](http://www.leatherindia.org)

Rajendra Kumar Jalan  
Chairman

Ramesh Kumar Juneja  
Vice-Chairman

:2:

Also, hard copies of the application form and all required documents may be sent by courier/ post to the following address with the caption **APPLICATION FOR THE POST OF EXECUTIVE DIRECTOR** in the envelope.

The Chairman  
Council for Leather Exports  
No. 1, Sivaganga Road  
Nungambakkam, Chennai - 600034

Applications received after the last date or without requisite documents or otherwise found incomplete will not be considered.

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

D. Gokulakrishnan  
Deputy Director

To :

(i) Secretaries of All Ministries/Departments of the Government of India

(ii) All the Chief Secretaries of the State Government/ UT



## COUNCIL FOR LEATHER EXPORTS

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

**Vacancy Notification No. CLE/EDR/2025 dated 15<sup>th</sup> November 2025**

**for the post of Executive Director, Council for Leather Exports**

Council for Leather Exports invites applications from eligible candidates for the post of Executive Director in Chennai. Details are given below.

1	Name of the post	<b>Executive Director, Council for Leather Export (CLE)</b>
2	Number of posts	1 (One)
3	Classification	Non-Ministerial
4	Scale of pay	Level 12 (Grade Pay 7600) as per 7 <sup>th</sup> CPC Pay Matrix of Government of India.  or as may be determined otherwise for the appointee as per conditions laid down in these Recruitment Rules.
5	Whether selection post or non-selection	Selection
6	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods.	(i) By invitation of applications through open advertisement for selection of the most suitable candidate from amongst:  (a) Internal candidates eligible for consideration  (b) Eligible applicants desirous of appointment on deputation basis from State / Central Government and organizations under them; and  (c) Eligible Open market applicants desirous of appointment on direct recruitment basis.

	<p>(ii) The selection will be made by the Committee of Administration (CoA) of CLE, on consideration of the recommendations made by the Selection Committee to assess the inter-se suitability of the applicants on the basis of an assessment of their backgrounds as given in their applications and their performance in an interview. In case of selection of candidate on deputation basis, approval of concerned State Government and Central Government is to be obtained.</p>
7	<p>Eligibility conditions etc. for Open Market Candidates (Direct Recruits)</p> <p>(i) Age: Not more than 45 years as on 1<sup>st</sup> January of the recruitment year.</p> <p>(ii) Educational Qualifications and experience</p> <p>(a) Post Graduate Degree in Economics/ Commerce/ Engineering / Business Administration from a recognized University.</p> <p>(b) Candidates 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.</p> <p>(c) Candidates should have adequate knowledge of National and International Trade Policy, WTO and various agreements and regional trade cooperation impacting our industry.</p> <p>(iii) Desirable Qualifications :</p> <p>a) Prior experience in Marketing and Trade Promotion in Europe and USA which are prime and potential markets for Indian Leather products export</p> <p>b) Experience of Secretarial, administrative and financial management pertaining to trade bodies/large organization.</p>

		<p>c) Candidates should possess sound knowledge of Industrial Management and Export Marketing.</p> <p>d) Knowledge of global organizations in developed and developing countries dealing with various aspects of leather Industry</p> <p>(iv) In the event of an Open Market Candidate being selected, the Selection Committee may in light of qualification and experience recommend higher emoluments than permissible under the prescribed scale.</p> <p>(v) In case of selection of an open market candidate on Direct Recruitment, the appointment will be on contract basis, initially for three years, including an extendable probation period of one year. The appointment may be extended beyond 3 years with the approval of CoA</p> <p>(vi) The services of an Executive Director selected from the open market may be terminated by the CoA at any time by giving one month notice or one month salary in lieu of notice period, in case the performance of the incumbent is not satisfactory.</p>
8	Eligibility conditions etc. for Applicants on Deputation Basis	<p>(i) Five years of regular service in the grade pay of Rs.6600 (from Level 11) in the Central / State Government or organisations under Central/ State Government</p> <p>(ii) In the event an officer is selected on the post on deputation, salary shall be fixed keeping in mid the scale/ grade pay in the parent organization, in accordance with the relevant Government rules</p> <p>(iii) Candidates for selection on deputation shall not be eligible for consideration for appointment on promotion or direct recruitment basis.</p>

(iv) Consolidated deputation guidelines notified by Department of Personnel and Training, Government of India for All India Services will apply for candidates for selection on deputation.

(v) Total 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 seven years.

(vi) The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.

(vii) In case of selection on deputation basis, the period of deputation shall ordinarily be for a period of three years including initial extendable probation period of one year. With the consent of the parent department, the deputation may be extended further with the approval of Committee of Administration (COA) of CLE and the concurrence of the Central Government, as per deputation norms of the Central/ State Government, as applicable. The deputation will be on foreign service terms and conditions of Central Government/ State Government as applicable. The tenure shall not be extended beyond seven years.

(viii) In the case of officers selected as Executive Director on deputation, in the event of performance being found unsatisfactory, the COA can, with the prior approval of the Central Government, revert the officer back to the parent cadre.

9	Eligibility and other conditions for applicants for consideration as internal candidates i.e. eligible employees of Council for Leather Exports, from feeder cadre.	<ul style="list-style-type: none"> <li>(i) At least 5 years service in the pay scale of Level 11 (Grade Pay 6600) as per 7<sup>th</sup> CPC Pay Matrix of the Government of India.</li> <li>(ii) No enquiry proceedings are pending against the officer.</li> <li>(iii) Internal candidates are not eligible to apply as Open market candidates for direct recruitment or as candidates on deputation basis.</li> <li>(iv) In case of selection the tenure will be 3 years, including an extendable probation period of one year. The tenure of the appointment shall be extendable by the COA, but not beyond the regular age of retirement.</li> <li>(v) In the case of officers selected as Executive Director, in the event of performance being found unsatisfactory, the CoA, can, reassign the officer to the previous cadre, within CLE.</li> </ul>
10	Applicability of other rules etc.	All applicable rules and regulations, including Standing Orders of Council for Leather Exports, shall apply on appointment to the post.

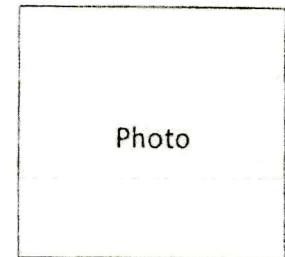
Application form is given below.

Interested eligible candidates may send the duly signed and scanned copy of the application, along with all required documents as per below prescribed format by email to [chairman@cleindia.com](mailto:chairman@cleindia.com) before 15<sup>th</sup> December 2025 and submit hard copies by courier/ post to the following address with the caption **APPLICATION FOR THE POST OF EXECUTIVE DIRECTOR** in the envelope.

The Chairman  
 Council for Leather Exports  
 No. 1, Sivaganga Road  
 Nungambakkam, Chennai - 600034

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

APPLICATION FOR POST OF EXECUTIVE DIRECTOR, COUNCIL FOR LEATHER EXPORTS



Category (Please Tick)		Category Type	Tick
		Central Government	
		State Government	
		Organisations under Central/ State Government	
		Open market	
		Candidate from Council for Leather Exports	
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 ( <i>as per format given below</i> )			
		Qualification/experience possessed by the applicant	
Essential	1.		
	2.		
	3.		
Desirable	1.		
	2.		
	3.		

	4.				
Work Experience (Years and Months completed)					
<p>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></p>					
S. No.	Office/Institution and Post held	From (Month and year)	To (Month and Year )	Scale of pay including Basic Pay	Nature of duties
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-preferably 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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