



## Council for Leather Exports

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

Applications invited for temporary Lower Division Clerk (LDC)

Council for Leather Exports (CLE) is inviting application for the Post of Lower Divisional Clerk (LDC) on purely temporary basis in Mumbai Regional Office on the consolidated remuneration of Rs 25000/- per month.

Essential Qualifications: -

1. A graduate in any discipline
2. Knowledge of accounts / Tally Software / MS Office / IT and drafting of letters/notes
3. Interaction and co-ordination with exporters.
4. Typing speed of 30 wpm

Desirable Qualifications: -

1. Post Graduate / MBA
2. Working Experience in Export Promotion Councils/State Govt/Central Govt/Private
3. Marketing & Operations Skills
4. Good Communication Skills (oral/written)

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 pasted, copy of the certificates (SSLC, HSC, Degree and Typing/ Shorthand) in a sealed envelope to reach on or before **14.08.2024** to Council for Leather Exports, STAR HUB, Building 1, Unit No. 102, 1<sup>st</sup> Floor, Near Hotel Hyatt Regency & ITC Maratha, Sahar International Airport Road, Andheri (East), Mumbai – 400099