



# कालीन निर्यात संवर्धन परिषद् Carpet Export Promotion Council

## TEXT OF ADVERTISEMENT

Carpet Export Promotion Council is looking for qualified and experienced personnel as per below given requirements:

i. **Assistant Director – 2 Posts**

(1 for New Delhi office and 1 for Bhadohi Office) .

**Essential Qualification** : Degree in Arts/Science/Commerce.

**Desirable**:- 5 years experience in a respectable post, experience in Export Management and office Administration, knowledge of Govt. Rules and dealing with Govt. Offices.

**Age** – above 30 years.

**Emoluments** - 7CPC Pay level – 8 (Rs. 47600 – 1,51,100)

ii. **MULTI TASKING OFFICER (MTO) – 2 Posts.**

(1 for Bhadohi Office and 1 for Srinagar Office.)

**Essential Qualification**:

Degree of recognized University with 5 years experience in office work in a Govt. Office or Public Undertaking or a Firm of Repute.

**Desirable** :-

Computer operation proficiency and possessing experience in office work in a Govt. office or public undertaking or firm of repute.

**Age** – above 30 years.

**Emoluments** – Best as per the industry norms, negotiable for the suitable candidate.

iii. **Receptionist-cum-Telephone Operator (Junior Assistant) – 1 Post for Delhi office.**

**Essential Qualification**

Higher Secondary (12<sup>th</sup> Class) or equivalent with atleast 3 years experience in office work

**Desirable**:-

Experience in the respective fields with computer operation

**Age** – 21 - 30 years.

**Emoluments** - Best as per the industry norms, negotiable for the suitable candidate.

Interested candidates may apply online on career section at [www.cepc.co.in](http://www.cepc.co.in) within 10 days from the date of publication of the advertisement, in case of any clarification may write to Executive Director at [info@cepc.co.in](mailto:info@cepc.co.in)

3/4/19

## **Important Note:**

1. CEPC has the right to withdraw this advertisement at any time.
2. CEPC reserve the right to accept or reject the application(s) without assigning any reason thereof.
3. No TA/DA will be provided to candidates for appearing for the interview as and when called.
4. The Candidates must bring the CV with pasted photograph duly signed along with testimonials on the date of interview.
5. The interested applicants are advised to go through the Eligibility Criteria's carefully and ascertain themselves regarding their eligibility.
6. The short listing of candidates for the panel will be based on scrutiny of online application submitted.