

No. 49/12/2012-6SII  
GOVERNMENT OF HARYANA  
CHIEF SECRETARY'S OFFICE  
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 1<sup>st</sup> March, 2012.

To

As per list enclosed.

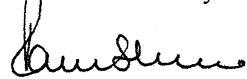
Subject: Filling up of the post of Officer on Special Duty (Admin) on deputation basis in ITPO.

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Madam /Sir,

I am directed to refer to the subject cited above and to enclose a copy of circular No. 4-ITPO (1)/E-I/2012, dated 6<sup>th</sup> February, 2012 received from India Trade Promotion Organisation, (A Government of India Enterprise), Department of Commerce, New Delhi on the subject noted above and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,

  
(PAWAN SHARMA)  
Superintendent Services-II.

  
INTERNAL DISTRIBUTION

e-champion

**LIST**

<b><i>Sr. No.</i></b>	<b><i>Name of the Officer</i></b>	<b><i>Batch</i></b>	<b><i>Present Posting</i></b>
1.	Smt. Neelam P. Kasni, IAS	1996	Deputy Commissioner, Karnal and Commissioner, M.C. Karnal.
2.	Shri. Rakesh Gupta, IAS	1997	Joint Secretary, Planning Department and Deputy Commissioner, Faridabad.
3.	Shri. Y.S. Khyalia, IAS	1997	Deputy Commissioner Jind.

Neeraj Kumar Gupta, IAS  
Executive Director



## India Trade Promotion Organisation

(A Government of India Enterprise)  
Department of Commerce  
"Pragati Bhawan" Pragati Maidan, New Delhi-110 001  
Phone No. : +91-11-23371144  
Fax No. : +91-11-23371292  
E-mail : editpo@vsnl.net  
Website : www.indiatradefair.com

8. Shri Prem Prashant  
Chief Secretary  
Government of Haryana  
Secretariat  
Chandigarh-160 001

No. 4-ITPO(1)/E-1/2012  
06<sup>th</sup> February, 2012

### CIRCULAR

**Filling up of the post of Officer on Special Duty (Admin) on deputation basis in ITPO.**

India Trade Promotion Organisation is a public sector undertaking under the administrative control of Ministry of Commerce and Industry, Govt of India. It is nodal agency for trade promotion of the country and maintains state-of-the-art exhibition complex, popularly known as Pragati Maidan, in New Delhi.

2. It is proposed to fill up one post of Officer on Special Duty (Admin) in ITPO initially for a period of three years on deputation basis. The post is at the level of General Manager (43200-66000- IDA E-7scale). The post of OSD (Admin) is very crucial and has important nature of responsibilities in HR and Admin. The eligibility requirements of the post are as follows:

- Should hold the post in the pay scale of 37400-67000 with Grade Pay of Rs 8700 (Central DA Pattern).
- Should have a wide range of experience in the area of HR and Administrative functions.
- Should also have experience in organizing big events/celebrations involving VIPs.
- Should be clear from vigilance angle.

3. The above vacancy may be widely circulated and applications, as per enclosed format, from willing and suitable officers with vigilance clearance, integrity certificate and attested copies of PARs for last five years may be forwarded to ITPO by 31<sup>st</sup> March, 2012 for consideration. Terms of deputation will be as per Govt. of India/DPE guidelines.

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4. Application not forwarded through proper channel and not accompanied with vigilance clearance/integrity certificate and attested copy of PARs for the last five years will not be considered.

Yours sincerely,

  
(Neeraj Kumar Gupta)

**Encl : Format**

All Ministry/Departments of Govt. of India

All Chief Secretaries of the State Government

**APPLICATION FOR THE POST OF OFFICER ON SPECIAL DUTY (ADMN)  
IN INDIA TRADE PROMOTION ORGANISATION**

1. Name & Address
2. Contact No.
3. Date of Birth
4. Date of Superannuation
5. Service Cadre to which belongs
6. Complete Address of the Cadre Controlling Authority, and the custodian of PARs in respect of the Officer
7. Educational Qualifications
8. Details of Employment in chronological order.

***(Enclosed a separate sheet, duly authenticated, if space below is insufficient.)***

Office/Institution/ Organisation	Post held from To	Scale of Pay	Nature of Duties
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9. Cadre Controlling Authority
10. Additional Information, if any, which you would like to mention in support of your suitability for the post. If the space is insufficient, enclose a separate sheet.

Place:

Date :

Signature of the candidate