

No. 49/94/2010-6SII
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 30th July, 2010.

To

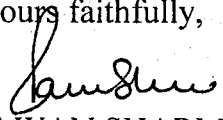
As per list enclosed.

Subject: Filling up of the post of Officer on Special Duty in ITPO.

Madam /Sir,

I am directed to enclose a copy of letter No. 4-ITPO(29)EJ/2009, dated 21st July, 2010 received from India Trade Promotion Organization (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

Sr. No	Name of the Officer S/Shri/Smt.	Batch	Present Posting
1.	Ashok Khemka, IAS	1991	Director, Supplies & Disposals, Haryana
2.	Anil Malik, IAS	1991	M.D.HAFED
3.	Sandeep Garg, IAS	1991	Director, Science and Technology, Haryana
4.	Shrikant Walgad, IAS	1991	Special Secretary, Revenue & Disaster Management and Administrator, CADA, Haryana
5.	A.K. Singh, IAS	1991	Transport Commissioner, Haryana, Adviser, Civil Aviation, Haryana and Special Secretary, Civil Aviation and Transport Departments.
6.	H. S Malik, IAS	1991	Director, Medical Education & Research
7.	Vimal Chandra, IAS	1991	Managing Director, Federation of Cooperative Sugar Mills Ltd. (Sugarfed), Panchkula.
8.	Raj Kumar, IAS	1991	M.D. Haryana SCs Finance Development Corpn. Ltd. and MD, Haryana Backward Classes & Economically Weaker Section Kalyan Nigam
9.	Phateh Singh, IAS	1991	Director-cum-Special Secretary, Archives and Archaeology & Museums Department.
10.	D. D Gautam, IAS	1991	Special Secretary, Irrigation and MD, HSMITC
11.	J. P. Kaushik, IAS	1991	Registrar, Cooperative Societies, Haryana
12.	M. P. Bansal, IAS	1992	Director-cum-Special Secretary, Employment.
13.	Pushp Raj Singh, IAS	1992	M.D. HLRDC and Special Secretary, Cooperation.
14.	R. P. Bhardwaj, IAS	1992	Special Secretary to Govt, Haryana, Forests Department.
15.	D.P. S. Nagal, IAS	1992	Chief Administrator, Haryana Urban Development Authority, Panchkula.
16.	Mohinder Kumar, IAS	1992	Secretary to Governor, Haryana
17.	Ashok Kumar Yadav, IAS	1993	Director-cum-Special Secretary, Agricultural and M.D. Haryana Seeds Development Corpn.
18.	T. K. Sharma, IAS	1993	Commissioner, Gurgaon Division, Gurgaon, Spl. Commissioner, Health & Nutrition, Chairman, Mewat Development Agency and assisting Dr. N.C. Saxena, who has been appointed Commissioner by Hon'ble Supreme Court in PUCL Vs UOI & Ors (W/P) © 196 of 2001.
19.	Balbair Singh Malik, IAS	1993	Commissioner, Hisar Division, Hisar
20.	Suresh Kumar Goyal, IAS	1993	Special Secretary, Home-I Department
21.	Balwan Singh, IAS	1993	Special Secretary, Revenue & Disaster Management-II Department, Director, Consolidation of Holdings, DLR, Special Collector (HQ) and Special LAO, Haryana
22.	R.P. Gupta, IAS	1993	Administrator, HUDA (Hqrs), Panchkula and Administrator, HUDA, Panchkula.
23.	Anurag Agarwal, IAS	1994	Special Secretary, Personnel, Training, Vigilance and Parliamentary Affairs, Director, Training (ex-officio) and Inquiry Officer, Vigilance and Member Secretary State Administrative Reforms Commission, Haryana.
24.	R S Doon, IAS	1994	Deputy PSCM
25.	Vijayendra Kumar, IAS	1995	Director-cum-Joint Secy., Rural Development Department
26.	D. Suresh, IAS	1995	M.D. Haryana Minerals Ltd, New Delhi and Administrator, HUDA, Faridabad
27.	M S Seharawat, IAS	1995	Commissioner, Municipal Corpn., Faridabad.
28.	R.S.Khara, IAS	1995	Chief Executive, Haryana Khadi & Village Industries Board.
29.	O P Langayan, IAS	1995	M.D. Haryana Agro Industries Corpn. and Joint Secretary, Agriculture
30.	Suprabha Dahiya, IAS	1995	Administrator, HUDA, Rohtak
31.	Chander Parkash, IAS	1995	Deputy Commissioner, Jhajjar
32.	Chhajju Ram Rana, IAS	1995	Deputy Commissioner, Mewat at Nuh and CEO, Mewat Development Agency, Nuh
33.	Raj Bir Singh, IAS	1995	Joint Secy. to Govt., Haryana, Secretariat Establishment and Monitoring & Coordination.
34.	Subhash Chandra, IAS	1995	Joint Secretary, Home-II Department and Joint Commissioner, Gurdwara Elections, Haryana.
35.	Neelam P. Kasni, IAS	1996	Director-cum-Joint Secretary, Welfare of Scheduled Castes and Backward Classes Department.

Dr. Subas Pani, I.A.S.
Chairman & Managing Director



INDIA TRADE PROMOTION ORGANISATION

(A Government of India Enterprise)
DEPARTMENT OF COMMERCE
PRAGATI BHAWAN, PRAGATI MAIDAN, NEW DELHI-110001
PHONE NO. : 91-11-23371100 & 23371122
FAX NO. : 91-11-23371122
E-mail : omditpo@itpo-online.com

No. 4-ITPO(29)E.I/2009
July 21, 2010



My dear Urvashi,

A post of Officer on Special Duty in ITPO is to be filled up on deputation basis. Department of Commerce has invited applications for the post of Officer on Special Duty, in its Circular dated 7th July, 2010 (a copy enclosed for ready reference). This is also available on the website of Department of Commerce, Government of India. The post is to be filled in, initially for a period of 2 years on deputation basis and has been exempted from the Rule of 'Immediate Absorption' of Department of Public Enterprises. The post is at the level of Director in Government of India.

I request you to please circulate the information among eligible officers of the IAS and State Civil Service cadres in your charge. Names of suitable and willing officers with a good understanding and exposure to IT System for Management related activities and good knowledge of Project and Programme Management, etc. may be forwarded to Department of Commerce, with due approval of Competent Authority. A copy may please be endorsed to me. The cadre clearance and other formalities may be completed and furnished separately.

Last date for receiving applications is 7th August, 2010. Therefore this may be circulated early and your recommendations sent urgently.

With best wishes,

Yours sincerely,

(Subas Pani)

Smt. Urvashi Gulati
Chief Secretary
Government of Haryana
Haryana Civil Secretariat
Chandigarh - 160 009
(Fax : 0172-2740317)

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Government of India
Ministry of Commerce & Industry
Department of Commerce
Trade Promotion Section

R.No.220,
Udyog Bhawan
New Delhi-110011

No.1(5)/2010-TP

Dated: 7th July 2010

OFFICE MEMORANDUM

Subject: Filling up of the post of Officer on Special Duty in ITPO

India Trade Promotion Organisation (ITPO) is a Public Sector Undertaking under the administrative control of the Department of Commerce.

2. It is proposed to fill up one post of Officer on Special Duty in ITPO initially for a period of two years on deputation basis. The post has been exempted from the rule of immediate absorption by the Department of Public Enterprises. The post is at the level of Director in the Government of India. The requirements for the post are that-

- (i) the officer should be dynamic preferably from any of the All India Services/ Organised services.
- (ii) should be qualified to hold the post of Director in the Government of India.
- (iii) should have good understanding and exposure to IT Systems for management related activities.
- (iv) should have good knowledge of project and programme management and development of appropriate systems for providing suitable solutions to special events and activities as well as normal work in the organisation.
- (v) officers with engineering/management streams will be preferred.

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3. The vacancy may kindly be widely circulated and applications in the enclosed format from interested and eligible officers may kindly be forwarded to the undersigned latest by 7th August 2010 along with vigilance clearance, integrity certificate and APARs for the preceding five years i.e. from 2005-06 to 2009-10.

4. Applications not forwarded through proper channel, and not accompanied by vigilance clearance/ integrity certificate and attested copies of APARs for the last five years will not be considered.

MJ
(Mridul Jain)
Director
Tele.: 23063244

Encl.: format

All Ministries/ Department

Copy to:

CMD, ITPO

All Officers/Sections of DoC

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**Application for the post of Officer on Special Duty in the India Trade
Promotion Organisation**

1. Name, address & contact No. :
2. Date of Birth/date of superannuation :
3. Service and cadre to which belongs :
4. Complete address of the cadre controlling authority,
and the custodian of ACRs in respect of the officer
5. Education Qualifications :
6. Details of employment in chronological order. Enclose a
separate sheet, duly authenticated by your signature, if the
space below is insufficient:

Office/institution/ organization	Post held	From	To	Scale of pay	Nature of duties

7. Cadre controlling authority
8. 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.

Signature of the Candidate

Place :

Date: