

इण्डिया ट्रेड प्रमोशन आर्गनाइजेशन
India Trade Promotion Organisation

भारत सरकार का उद्यम
A Government of India Enterprise

4-ITPO(1)/E-1/2012 Vol-III

दिनांक
Date :

13/12/2018

फोन : 23371970
Phone :

Reference :

To,

All Ministry/Departments of Govt. of India

All Chief Secretaries of the State Government

With a request to kindly
circulate on priority in
their respective
Ministry/ Department.

Subject:- Filling up of the post of Officer on Special Duty (Administration)
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 a nodal agency for trade promotion of the country and maintains state-of-
the art exhibition complex, popularly known as Pragati Maidan, in New Delhi.
Presently, plans are afoot to redevelop the complex.

2. It is proposed to fill up one post of Officer on Special Duty
(Administration) in ITPO initially for a period of three years on deputation
basis. The post is at the level of General Manager (100000-260000- IDA E-7
scale). ITPO provides residential accommodation only on availability of ITPO's
flats to the incumbent. The terms of deputation and allowances payable to the
incumbent shall be regulated in accordance with the DOPT/DPE orders. The
post is at the level of Director in Government of India. The eligibility
requirements of the post are as follows:

- The officer should hold the post in the pay scale of 37400-67000 with
Grade Pay of Rs 8700 (Central DA Pattern) (pre-revised)/Level-13
(revised) in AIS/CSS Cadre.
- Should have experience in the area of HR and Administrative functions.
The persons with additional experience in trade/industry will be
preferred.
- Should also have experience in organizing big events involving VIP visits.
- Should be clear from vigilance angle.

Contd...2/-

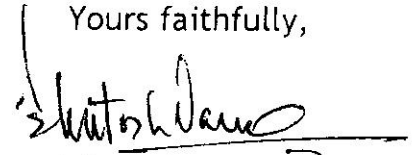
पंजीकृत कार्यालय : प्रगति भवन, प्रगति मैदान, नई दिल्ली-110001 टेलीफोन : 23371540, 23371491 फैक्स : 91-11-23371492
Registered Office : Pragati Bhawan, Pragati Maidan, New Delhi-110001 Tel : 23371540, 23371491 Fax : 91-11-23371492

ई-मेल/ E-mail : info@itpo.gov.in वेबसाइट/ Website : www.inditradeair.com

Services-II Branch
Diary No. 160787
Date 26/12/18

3. The above vacancy may be circulated in your Ministry/Department. Applications, as per enclosed format, from willing and suitable officers with vigilance clearance, integrity certificate and attested copies of PARs for last five years are solicited which may be forwarded to ITPO by 31/01/2019 for consideration. The prospective applicant may forward advance copy well before stipulated date of closing.
4. Applications, not received through proper channel and not accompanied with vigilance clearance/integrity certificate and attested copy of PARs for the last five years, shall not be considered.
5. The circular is also up-loaded on ITPO's website. In case of any query/clarification same be sent on mail ashutosh.varma@itpo.gov.in. It may be noted that telephonic clarification sought may not be entertained.
6. You are requested to circulate the above vacancy amongst eligible officers in your Ministry/State and forward their application for consideration.

Yours faithfully,



(Ashutosh Varma)

General Manager (Admin)

Encl: Format

**APPLICATION FOR THE POST OF OFFICER ON SPECIAL DUTY (ADMIN.)
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/ Post held from To	Scale	Nature of Duties
Organisation	of Pay	

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