

File No.4-ITPO (1)/EI/2012-Vol-V  
**India Trade Promotion Organisation**  
(Administration Division, EI Section)

19.07.2022

**Circular No. Admin/ 41 / 2022**

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

India Trade Promotion Organisation (ITPO) is a Government of India Enterprise under the Administrative Control of Ministry of Commerce & Industry. ITPO has undertaken an ambitious re-development plan of Pragati Maidan into a World class State-of-the-Art Exhibition-cum-Convention. The process has already commenced and the construction work is in full swing.

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 the 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 guidelines. The post is at the level of Director in Government of India. The eligibility requirements of the post are as follows:

- (a) 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/Other Cadres including Armed Forces/Paramilitary Forces, etc.
- (b) Should have experience in the area of HR and Administrative functions. The persons with additional experience in trade/industry will be preferred.
- (c) Should also have experience in organizing big events involving VIP visits.
- (d) Should be clear from vigilance angle.

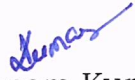
Contd/-

3. The applications in the enclosed format from the interested and eligible officers may kindly be forwarded at [rajukumar@itpo.gov.in](mailto:rajukumar@itpo.gov.in). within 30 days of the date release of advertisement for consideration alongwith vigilance clearance/integrity certificate and attested copy of PARs for the last five years. The prospective applicant may forward advance copy well before the 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. In case of any query/clarification the same be sent on mail [rajukumar@itpo.gov.in](mailto:rajukumar@itpo.gov.in). It may be noted that telephonic clarification sought may not be entertained.

Yours faithfully,

  
(Col Pushpam Kumar, SM)  
OSD(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 APARs in respect of the Officer :
7. Educational Qualifications:
8. Details of Employment in chronological order:  
(Enclose a separate sheet, duly authenticated, if space below is insufficient.)

Office/Institution/ Organisation	Post held	from	To	Scale of Pay/Level	Scale Nature of Duties

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