

(Reference our advertisement published in _____)

**INDIA TRADE PROMOTION ORGANISATION
(A Government of India Enterprise)**

No.4-ITPO(2)/E-I/2012 Vol-I

Date : 24.09.2014

**INVITING APPLICATIONS FOR THE POST OF
FINANCIAL ADVISER & CHIEF ACCOUNTS OFFICER (FA&CAO)
ON DEPUTATION / IMMEDIATE ABSORPTION BASIS.**

Applications are invited for filling up of one post of Financial Adviser & Chief Accounts Officer (FA&CAO) on deputation for three years/immediate absorption basis in ITPO in the pay-scale of Rs.43200-66000 (IDA pattern). ITPO does not provide residential accommodation to the incumbent. Perks & allowances as applicable to IDA scales will not be applicable to incumbents whose parent cadre scale is CDA scale. Interested applicants, who fulfill the following eligibility criteria, may apply for the post:

| | |
|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Educational qualifications required for Direct Recruits: | <u>Essential</u> (i) Associate membership of Institute of Cost and Works Accountants of India/Institute of Chartered Accountant (ii) Working knowledge of Computer applications |
| Experience required for Direct Recruits: | <u>Essential</u> 15 years managerial experience in Financial/Accounts in government/Public Sector/ reputed Private Sector organisations, preferably in the field of exhibitions. Out of 15 years at least 5 years experience should have been as Head of Division. |
| Upper Age Limit | 50 years as on the closing date of receipt of applications. |

The officers from Govt. Organisations/PSUs fulfilling above criteria for the post may apply **through proper channel**.

Their applications (as per format enclosed) with authenticated copies of their ACR dossiers for the last 5 years, Vigilance Clearance, Penalty and Integrity Certificates may reach to the Sr. Manager (Admn), India Trade Promotion Organisation, Room No.208, Pragati Bhawan, Pragati Maidan, New Delhi-110 001 latest by **31.10.2014**.

INDIA TRADE PROMOTION ORGANISATION

Application for the post of Financial Adviser & Chief Accounts Officer (FA&CAO) on immediate absorption basis/deputation for three years:

- (1) Name; _____
- (2) Father's/Husband's Name; _____
- (3) Present post held _____
- (4) (i) Pay scale (IDA/CDA with GP) _____
(ii) Present basic pay; _____
- (5) Present Organisation/Department: _____
- (6) Cadre Controlling Authority and Address; _____
- (7) Date of Birth/ Age as on the closing _____
date of receipt of applications;
- (8) Permanent Address/ Correspondence Address; _____

- (9) Educational Qualifications; _____
- (10) Experience specifying the name of the Organisation, post held from time to time indicating the pay scale and duration of the post; (Please attach separate sheet if need be)
- (11) Telephone/Mobile no., _____
- (12) E-mail address : _____
- (13) Any other relevant information (Attach separate sheet if need be)

Date : _____

(Signature)

