

**Deepak Kumar, IAS**  
Executive Director



**India Trade Promotion Organisation**  
(A Government of India Enterprise)  
Department of Commerce  
Pragati Bhawan, Pragati Maidan, New Delhi-110001  
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Member of : **A T P F** ASIAN TRADE PROMOTION FORUM

No. 4-ITPO(1)/E-1/2012 Vol-III  
Date: 20.08.2018

*Dear Sir,*

**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:

- (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 Cadre.
- (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...2....**

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 **15.10.2018** 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](mailto:ashutosh.varma@itpo.gov.in). It may be noted that telephonic clarification sought may not be entertained.

*Best regards.*

Yours faithfully,

*h* 23/08  
**(Deepak Kumar)**  
**Executive Director**

**Encl: Format**

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.

**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/ Organisation	Post held	from	To	Scale of Pay	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