

No.4-ITPO(6)/E-I/2020
India Trade Promotion Organisation
(Administration Division, E-I Section)

Pragati Maidan, New Delhi
Date: 8th April, 2021

Office Order No. Admin/259/2021

The Board of Directors in its 216th Board Meeting held on 16.03.2021, has approved the following amendments in the Recruitment Rules:

1. For the post of Deputy Manager (Finance):

<u>Existing</u>	<u>Amendment</u>
Point 5. Educational qualifications required for Direct Recruits: <u>Essential Qualification:-</u> (i) Associate membership of the Institute of Chartered Accountants of India/Institute of Cost and Works Accountants of India; or (ii) MBA (Finance) Major.	Point 5. Educational qualifications required for Direct Recruits <u>Essential Qualification:-</u> (i) Associate membership of the Institute of Chartered Accountants of India/Institute of Cost and Works Accountants of India; or (ii) MBA (Finance) Regular Course.

2. For the post of Junior Assistant:

<u>Existing</u>	<u>Amendment</u>
Point 5. Educational qualifications required for Direct Recruits: (i) Bachelor's Degree (at least with 2 nd Division). (ii) A typing speed of 35 w.p.m in English or 30 w.p.m. in Hindi on Computer or Typewriter. (Preference will be given to candidates, having higher computer application skills.)	Point 5. Educational qualifications required for Direct Recruits: (i) Bachelor's Degree (at least 2 nd Division). (ii) Having a typing speed of 35 w.p.m in English or 30 w.p.m. in Hindi on Computers. (iii) Proficiency in the use of variety of Computer office applications like M.S. Word, Excel, Power- point or equivalent is a must.
Point 6. Experience required for Direct Recruits: <u>Essential</u> 2 years experience as Typist in Government/Public Sector/reputed Private Sector Organisations.	Point 6. Experience required for Direct Recruits: <u>Essential</u> The candidate should have 2 years post qualification experience in dealing with files /data entry in Govt./PSU/reputed private sector organisation.

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Other conditions of RRs for the post of Deputy Manager (Finance) and Junior Assistant will remain unchanged.

Pushpam
(Col. Pushpam Kumar, SM)
Officer on Special Duty (Admn)

To:

All concerned.

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3. E-I(Computer)/Office Order Register/Notice Board

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