

Diary No. 549/2022/22.6.7

इण्डिया ट्रेड प्रमोशन आर्गनाइजेशन
India Trade Promotion Organisation

भारत सरकार का उद्यम
A Government of India Enterprise

संदर्भ ITPO(1)/E-I/2012 Vol-V
Reference :

दिनांक 29.08.2022
Date :

फोन
Phone :

To

1. All Ministry/Department of Govt. of India
2. All Chief Secretaries of the State Govt.

10.9 SEP 2022

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

Madam/Sir,

Please refer to ED, ITPO's DO letter dated 18.07.2022 (copy enclosed for reference) requesting for circulating the above vacancy in your Ministry/Department.

The last date for inviting applications has been extended till 10.10.2022. The information is also available on ITPO's website i.e. www.indiatradefair.com.

In case of any query/clarification the same be sent on mail rajukumar@itpo.gov.in. It may be noted that telephonic clarification sought may not be entertained.

Yours faithfully,

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

पंजीकृत कार्यालय : आई टी पी ओ कार्यालय, प्रगति मैदान, नई दिल्ली - 110001 टेलीफोन: 91-11-23371540 फैक्स: 91-11-23371492

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GSTIN: 07AAATI2955C1ZX PAN: AAATI2955C CIN: U74899DL1976NPL008453

Vibhu Nayar, IAS

Executive Director

India Trade Promotion Organisation

(A Government of India Enterprise)

Department of Commerce

Pragati Bhawan, Pragati Maidan, New Delhi-110001

Phone : 011-23371144

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Website : www.indiatradefair.com

Member of :    ASIAN TRADE PROMOTION FORUM

122 Letters enclosed

20/7/22

File No. 4-ITPO (1)/E-I/2012 Vol-V

Date: 18.07.2022

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, subject to 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.

Contd/-


- (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.

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 within 30 days of the date release of advertisement for consideration. 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. The circular is also up-loaded on ITPO's website. In case of any query/clarification the same be sent on mail rajukumar@itpo.gov.in. It may be noted that telephonic clarification sought may not be entertained.

Yours faithfully,


(Vibhu Nayar)

Encl: Application 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)

525/c

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