

Reference our advertisement published in The Hindustan Times (11 June 2013),  
The Times of India (12 June 2013) and Employment News/Rozgar Samachar (22 June 2013)

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

No.4-ITPO(6)/E-I/2013

Date : 10 June, 2013

India Trade Promotion Organisation (ITPO) invites application for the post of Deputy Managers in following cadres by direct recruitment in the pay-scale of Rs.16400-40500 (IDA pattern) with usual allowances:

**(A) Deputy Manager (General Cadre) : Five posts (OBC-1, SC-2, UR-2)**

<b>Upper Age Limit</b>	:	30 years
<b>Essential qualification</b>	:	Bachelor's Degree from recognized University/Institute in Arts, Science or Commerce / Engineering/ Management from a recognised University / Institute with 55% marks.  <b>Desirable:</b> (i) Two years Post Graduate Diploma In Management/ Business Administration. (ii) Special qualification/ experience in Management/ Marketing, Personnel Management, Statistics, Computer Science, International Trade, Finance or Mass Communication. (iii) Knowledge of relevant Computer Applications. (iv) Knowledge of Foreign Language other than English.
<b>Experience</b>	:	<b>Desirable:</b> 2 years supervisory experience

**(B) Deputy Manager (Finance & Accounts): Three posts (UR-1, OBC-2-incl 1 backlog)**

<b>Upper Age Limit</b>	:	32 years
<b>Essential qualification</b>	:	(i) Associate membership of Institute of Chartered Accountants of India/Institute of Cost and Works Accountant of India; or (ii) MBA (Finance) Major
<b>Desirable :</b>	:	Knowledge of Computer Applications in accounting practices.
<b>Experience</b>	:	<b>Essential:</b> 2 years relevant experience after passing above examinations in Govt/PSU/reputed private sector organizations.

**(C) Deputy Manager (Civil) Two Posts (UR-2)**

<b>Upper Age Limit</b>	:	30 years
<b>Essential qualification</b>	:	Bachelors Degree in Civil engineering from a recognised University/ Institution with 55% marks. <b>Desirable :</b> i) Knowledge of relevant Computer Applications. ii) Knowledge of foreign languages, other than English.
<b>Experience</b>	:	<b>Desirable:</b> 2 years experience in Civil engineering in government/ Public Sector/ reputed Private Sector organisations, preferably in the field of exhibitions.

**Note: Vacancies may vary depending upon future requirements.**

Relaxation in upper age limit for SCs/STs (5 years), OBCs (3 years) and Physically Handicapped persons (10 years in case of blind, deaf-mute and orthopaedically handicapped persons). In case, physically handicapped persons belong to Scheduled Castes and Scheduled Tribes, the upper age-limit will be relaxed upto ten years over and above the relaxation of five years as admissible to them as Scheduled Castes/ Scheduled Tribes. For OBC (PH) – 13 Years (as per Government of India instructions). Age and experience will be reckoned as on the closing date of receipt of applications.

The written test will be in Delhi.

The candidates who meet the above eligibility criteria for the post may apply. Their applications on plain paper (as per format given) with signed photograph pasted on top right hand side of the application should reach to Manager (Admn), India Trade Promotion Organisation, Pragati Bhawan, Pragati Maidan, New Delhi-110 001 **latest by 15<sup>th</sup> July, 2013** alongwith application fee of Rs.100/- (non-refundable) (exempted for SC/ST candidates) by Demand Draft/Indian Postal Orders (crossed) drawn in favour of India Trade Promotion Organisation, New Delhi. No certificates/testimonials need to be attached. **SC/ST candidates are to attach their caste certificate with application.**

Before appearing in the test, the candidate must ensure that he/she fulfills the eligibility conditions as mentioned in the advt. and that in the event of his/her not fulfilling above conditions, he/she will not be considered for appointment, even if he/she qualifies the test.

Persons already in Govt./Public Sector Organization must apply through proper channel or produce a 'No Objection Certificate' at the time of interview failing which he/she will not be interviewed.

For Departmental candidates, the upper age limit will be no bar as long as they fulfill all other requisite qualifications. In case of selection, they are willing to resign from their original post and be treated as fresh recruits in the Organisation.

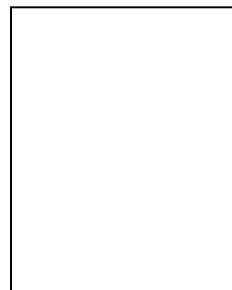
ITPO will not be responsible for non-receipt of any communication sent to the candidates due to postal/non-delivery or delay or loss in transit. ITPO reserves the right not to fill any or all posts without assigning any reason.

In case, it is found at any stage that a candidate does not fulfill the eligibility criteria and/or that he/she has furnished any incorrect/false information/certificate/ documents or has suppressed any material information, his/her candidature will stand cancelled. If any of these shortcomings are detected even after appointment, his/her services are liable to be terminated.

## APPLICATION FORM

(Please submit separate application for each post(s) applied for)

POST APPLIED FOR \_\_\_\_\_



1. Name of applicant (in Block letters) : \_\_\_\_\_
2. Father's/Husband Name : \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_
4. Whether SC/ST/OBC/PH/GEN: \_\_\_\_\_  
(SC/ST/PH candidate to attach caste certificate, duly attested)
5. Address for communication : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Permanent Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Telephone No./Mobile No. \_\_\_\_\_
8. Email id.: \_\_\_\_\_
9. Educational Qualification (in chronological order)

Sl. No.	Qualifications	Board/University	% age of Marks	Year of passing	Subjects

10. Work Experience (in chronological order starting from the latest)

Sl. No.	Name of the Organisation	At the level of	Scale of pay and emoluments being drawn	From	To

11. Details of Demand Draft/Postal Order etc.: \_\_\_\_\_

12. Any other information \_\_\_\_\_

Date :

Place:

(Signature of the applicant)