

# **RECRUITMENT RULES**

**India Trade Promotion Organisation  
Pragati Bhawan, Pragati Maidan  
New Delhi-110 001**

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INDIA TRADE PROMOTION ORGANISATION  
RECRUITMENT RULES 1988

In exercise of the powers conferred on the Board of Directors under Article 61(5) of the Articles of Association of the India Trade Promotion Organisation, and in suppression of all existing Rules on the subject, the Board of Directors hereby make the following Rules, namely, the India Trade Promotion Organisation Recruitment Rules 1988.

I. Short Title and Application :

- a. The Rules may be recalled “India Trade Promotion Organisation Recruitment Rules 1988.”
- b. They shall come into force with effect from the date of approval by the Board of Directors.
- c. Except as otherwise provided by or under these Rules, they shall apply to all persons appointed to any post in connection with the affairs of the Organisation or any of its Unit offices.
- d. Notwithstanding anything contained in Clause (c) above the Organisation may, by agreement with any employee, make such special provisions regarding his/her conditions of service as it considers necessary and thereupon these Rules shall not apply to such an employee to the extent the special provisions are inconsistent therewith.

II. Definitions :

- a) “Organisation” means the India Trade Promotion Organisation
- b) “Board” means the Board of Directors of the Organisation.
- c) “Standing Committee” means the Standing Committee of the Board of Directors.
- d) “Appointing Authority” means the authority empowered under the Recruitment Rules of the Organisation to make appointments to posts under the Organisation.
- e) “Temporary post” means a post for which financial sanction has been accorded for a specified period.
- f) “Permanent post” means a post for which financial sanction has been accorded without specifying any definite period or on a permanent basis.
- g) “Chairman” means the Chairman of the Board of Directors.
- h) “Deputationist” means an employee of any Department of the Government of India or State Government or any other Body or Authority whose service are obtained by the Organisation on deputation for a specified period.
- i) “Employee” means a person employed by the Organisation and serving it in any post classified in the Schedules.
- j) “Grade” of the post means the grade assigned to each post as contained in the Schedule to these Rules.
- k) “Pay” means the pay admissible on the relevant date and includes special pay, personal pay, technical pay and deputation (duty) allowance, but does not include any other allowance, fee, incentive or honorarium, etc.
- l) “Sanctioning Authority” in relation to any post in the Organisation means the authority competent to create the post.
- m) “Selection/Promotion Committees” means the committees so appointed by the Appointing Authority under these Rules.

All words and expressions used but not defined in these Rules but defined in the Rules of the Organisation shall have the meaning respectively assigned to them in the said Rules.

III. Number of posts, Scales of Pay and Method of Recruitment :

i) The number of posts, the scales of pay attached thereto, the mode of recruitment and percentages etc. thereof shall be as specified in the Schedule.

*Note: Number of Sanctioned posts, shown in the schedule, are subject to change due to diversion/ upgradation/downgradation/freezing/ defreezing or posts kept in abeyance etc.*

ii) The Board or such other Committees of the Board as may be authorised in this regard by general or special order may, in their discretion, effect from time to time such changes in the number and nomenclature of posts, as they may deem fit and their decision shall be final and binding.

IV. Appointing Authority :

1. Appointment to a post under the Organisation below the Board Level shall be made on the advice of appropriate Selection/Promotion Committee headed by :

- (a) The Chairman - for all posts of Dy. General Managers and upwards.
- (b) ED - for all posts of the level of Manager/SM
- (c) GM(Admn.) - for all posts of the level of Deputy Manager
- (d) DGM(Admn.)- for all posts of the level of Jr. Asstt. to Executive. DGM(Mumbai) for posts in Mumbai
- (e) SM(Admn.) - for all posts of Group 'D'. Sr. Manager of Regional offices for posts in Mumbai

2. The Chairperson of the Selection/Promotion Committee would be the Appointing Authority for the respective grades of employees.

**(O.O.Admn./747/97 dt.9.9.97 & 110/98 dt 19.2.98)**

V. Method of Recruitment :

Posts in the India Trade Promotion Organisation will be filled by one or the other of the following methods :-

a) By direct recruitment on the basis of selection by a duly constituted Departmental Selection Committee from the following sources :

- i) From amongst persons who apply in response to an advertisement which may be made in the Press;
- ii) From amongst person, who are sponsored by the Employment Exchange on a requisition being made to them;
- iii) From amongst persons, with technical qualifications sponsored by experts and professional institutions on the request of the Organisation in a particular grade.

**Note:** All posts meant for DR in Ex-TDA Cadre will be filled up by transferring to General Cadre as per these RRs failing which by Ex-TDA RRs. (Approved by BOD in meeting held on 30.03.2000 reference Mr.A.Jayaraman's Committee Report)

**Ammended vide O.M. dated 2.11.2010 F.No.5-ITPO(2)/E.I/2006-Vol.I**

All direct recruitment vacancies arising in TD Cadre will be abolished as and when they occur.

b) By Promotion :

From amongst the employees of the Organisation in the next lower grade or grade on the recommendations of a duly constituted Departmental Promotion Committee.

Employees having rendered prescribed service in the feeder grade will **only** be considered for promotion to next grade. Alternatively, the post will be downgraded and operated till employees become available with required

service. If necessary, the post is to be filled temporarily on deputation basis (Approved by BOD in meeting held on 30.03.2000 reference Mr.A.Jayaraman's Committee Report)

c) By Deputation :

From Central & State Government/Public Sector Undertakings.

Member of Indian Economic Service etc. will be included at appropriate level in General Cadre with a restriction of 20% ceiling, as and when their expertise is considered by the Management. (Approved by BOD in meeting held on 30.03.2000 reference Mr.A.Jayaraman's Committee Report)

VI. Disqualification :

- a. No person who has entered into or contracted a marriage with a person having a spouse living ; or
- b. Who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to any of the said posts;  
Provided that the Organisation may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

VII. Fitness :

No person shall be appointed to any post by direct recruitment unless:

- a. He/She produces a Certificate of Health in the prescribed form from the prescribed Medical Authorities viz., a Government doctor not below the rank of Civil Surgeon.
- b. The Organisation has satisfied itself that the character and antecedents of the candidate are such as do not render him/her/unsuitable for the appointment to the post. Instructions of the Ministry of Home Affairs, Government of India will be followed in this regard in to.

VIII. Age :

No person below the age of 18 years shall be admitted to the services of the Organisation. The upper age limit in respect of each post shall be as indicated in Col.4 of the Schedule.

Provided that, in the case of employee of the Organisation applying for direct recruitment posts, the upper age limit will be no bar as long as they fulfill all other requisite qualifications and, in case of selection, they are willing to resign from their original post and be treated as fresh recruits in the Organisation.

And that, in the case of persons who have been continuously in the Organisation on daily wage basis, and were, on the date of the daily wage appointment, within the prescribed upper age limit, the requirements as to age shall be deemed to have been satisfied.

IX. Probation :

a. **Amended vide O.O./Admn./320/2002 dated 28.3.2002**

Direct recruits on first appointment under the organisation and the persons promoted from one group to another group shall be placed on probation for a period of two years during which period it shall open to the Organisation to terminate the services of a selected candidate if he/she is direct recruit or to revert him/her to post from which he/she is promoted if he/she is a promotee without assigning any reason.

There will be no probation in the following cases:

- (i) On promotion from one grade to another grade within the same group
- (ii) Contract appointments
- (iii) Deputation
- (iv) Tenure basis
- (v) Re-employment after superannuation
- (vi) Transfer

- b. Provided that the Appointing Authority may, in any individual case, extend the period of probation without assigning any reason for a period not exceeding one year at a time.
- c. Every person appointed in the Organisation whether by direct recruitment or promotion shall, on completion of the period of probation, be eligible for confirmation in the employment of the Organisation subject to availability of a permanent post.

X. Selection :

The Selection Committee for selection of candidates to be taken by direct Recruitment/Departmental Promotion/on Deputation shall be as under :-

- (i) (a) For all posts of the level of **GM and above**
1. Chairman of the Board of Directors - Chairman
  2. Financial Adviser, Ministry of Commerce
  3. Joint Secretary (Commerce) concerned with the Organisation
  4. Executive Director - As Secretary of the Committee.
- (b) For all posts of the level of **DGM**
1. Chairman of the Board of Directors - Chairman
  2. Executive Director, ITPO
  3. Financial Adviser, Ministry of Commerce
  4. Joint Secretary (Commerce) concerned with the Organisation
  5. General Manager (Admn.) - As Secretary of the Committee.
- (ii) For all posts of the level of **Sr. Manager and Manager**
1. Executive Director - Chairman
  2. General Manager (Admn.)
  3. Chief Finance & Accounts Officer
  4. General Manager of the Division where the vacancy exists
  5. Deputy General Manager (Admn.) as Secretary of the Committee.
- (iii) For all posts of the level of **Deputy Manager**
1. General Manager (Admn.) - Chairman
  2. Chief Finance & Accounts Officer
  3. General Manager/Deputy General Manager of the Division where the vacancy exists.
  4. Sr. Manager (Admn.) as Secretary of the Committee.
- (iv) For all posts of the level of **Executive down to Jr. Assistant**
1. Deputy General Manager (Admn.) - Chairman
  2. Senior Manager (Finance)
  3. Deputy General Manager/Sr. Manager from the Division where the vacancy exists.
  4. Manager (Admn.) as Secretary of the Committee.
- (v) For all posts of **Class IV**
1. Senior Manager (Admn.) - Chairman
  2. Manager (Finance)
  3. Manager of the Division where the vacancy exists.
  4. Manager (Admn.) as Secretary of the Committee.

**Amended vide O.O.Admn./747/97 dt. 9/9/97 and O.O./Admn./320/2002 dated 28.3.2002**

The Selection Committees must co-opt two outside experts as expert members in Selection Committees for Group "A" posts by direct recruitment and one expert in case of Selection Committees to consider promotion to the post of Deputy Manager and above.

**(Amended vide O.O.No. 628/97 dt. 25/7/97.)**

**(Amended vide O/o. No.759/2016 dated 18.10.2016**

**Amended vide O.O. Admn./1222/2014 dtd. 28<sup>th</sup> November, 2014 (Ref. of 189<sup>th</sup> BOD Meeting held on 10.10.2014)**

“For recruitment of Ten or more vacancies in any level of posts or services the Selection Committee/Boards should consist of one Member belonging to SC/ST, one Member belonging to OBC category and one Member belonging to Minority Community.

One of the Members of the Selection Committee/Boards whether from General category or from the Minority Community or from SC/ST/OBC community should be a lady failing which a lady Member should be co-opted on the Committee/Boards.

No effort should be spared in finding SC/ST,OBC Officer, Minority community Officer and a lady officer where the number of vacancies against which the selection is to be made is less than Ten”

(Reference DoPT’s OM No. 42011/2/2014-Estt.(Res) dated 13.02.2014)

XI. Promotions :

- a. All promotions will be made in accordance with the recruitment rules and on the recommendations of the duly constituted DPCs. The composition of DPCs will be as for Selection Committees indicated in Rule X. above.

- b. In case or promotion by selection, the zone of consideration for the number of vacancies to be filled will be under:-

No. of Vacancies	Zone of Consideration
01	05
02	08
03	10
04 & more	10 plus twice the number of vacancies in excess of three

All the Group “A” posts shall be filled on the basis of ‘Selection by merit’ with the bench-mark as ‘Very Good’. **Amended vide O.O./Admn./320/2002 dated 28.3.2002**

The DPC shall grade all the persons under consideration in the categories of ‘outstanding’, ‘very good’, ‘good’, etc. All the persons graded as ‘outstanding’ shall be arranged in the order of their inter-se-seniority at the top of the panel. This will be followed by the persons graded ‘very good’ again arranged in the order of their inter-se-seniority. This will be followed by the persons graded ‘good’ again arranged in the order of their inter-se-seniority. Promotions shall be made from the panels so prepared. These panels will be signed by the Chairman and all the members of the DPC and will not be made public. The panels for promotion will normally remain in force for a period of one year unless they are extended by the Managing Director/Executive Director.

**Amended vide O.O.No.Admn./389/2006 dated 5.4.2006**

1. For category “B”and “C” posts, a benchmark of “Good” has been introduced. The principle of supersession shall not be followed..
  2. In respect of Group “A” posts, the principle of supersession will operate with a benchmark of “Very Good”. The supersession will take place only for candidates with consistently outstanding performance.
- c. In case of non-selection posts, the panels for promotion will be prepared on the basis of seniority subject to rejection of the unfit. The panels for promotion will correspond approximately to the number of vacancies required to be filled by promotion.
- d. The quota for direct recruitment and departmental promotion will be as laid down in the schedule and will apply to all vacancies which existed on 1.3.77 as also those which occurred thereafter. Vacancies which are not filled in accordance with the roster of vacancies will be carried forward for filling up in accordance with the Recruitment Rules on a future date.

Provided, however, that the inter-se-seniority of Departmental Promotees vis-a-vis Direct Recruits will be determined from the date of promotion/appointment. **(Amended vide O.O./Admn/246/85 dt.12.3.85)**

“The relative seniority of all direct recruits will be determined by the order of merit in which they are selected. The same principle would also apply in case of promotions, which are made on selection basis by Departmental Promotional Committee. In those cases, where the promotions are made on the basis of seniority subject to

rejection of the unfit, the seniority of persons considered fit for promotions in the higher posts will be same as the relative seniority in the lower grade from which they are promoted. The persons found unfit & rejected and promoted later, will, however, remain junior to the persons promoted earlier.”

**(Added pra vide O.O./Admn./320/2002 dated 28.3.2002)**

- e. Period of qualifying service prescribed for promotion shall mean service in the Organisation in a particular grade and not any prior service, whether in government or elsewhere.
- f. The validity of the select panel will be for a period of one year from the date of selection for all direct recruitments. Such a panel may be further extendable on approval of Appointing Authority but the extended period shall not exceed one year in any case. **Added para XI(f) vide O.O./Admn./320/02 dated 28.3.02)**
- XII. All posts in the Organisation are transferable within India or abroad.
- XIII. Savings : Nothing in these rules shall affect reservations and other concessions required to be provided for Scheduled Caste, Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard and made applicable to Public Sector Undertakings.
- XIV. The Managing Director/Executive Director may issue such administrative, procedural or other instructions from time to time, not inconsistent with these rules, as may be expedient for implementing these Rules.
- XV. The Departmental Promotion Committee/Departmental Selection Committee is empowered to relax the requirement in specific cases on merit, provided that in case of educational qualification such relaxation is considered only for posts upto and including the level of Senior Manager and not above. Relaxation of educational qualification will be considered only if candidates having prescribed essential qualification and ACR ratings of ‘outstanding’ or ‘very Good’ and who are senior to those not having essential qualification, are not available in the zone of consideration. Further, the merit in such cases will be assessed by the DPC, based on 70% weightage to the ACR and the remaining 30% to the interview to be conducted by the DPC/DSC. It shall also be ensured that at any given point of time not more than ten percent of the total number of sanctioned posts of Deputy Manager, Manager and Senior Manager are manned by persons with educational qualification less than the one prescribed in the Recruitment Rules.

Further, where the prescribed minimum educational qualification is Graduation, the qualifying years of service as eligibility for all such posts for non-graduates would be six years at each stage instead of five years as prescribed at present. (Amended vide O.O./Admn/628/97 dt.25.07.97)

**Amended Para XV of Preamble vide O.M. dated 29.3.2010 w.e.f. 26.6.09**

**In case of Finance & Works Cadre**, the Departmental Promotion Committee/Departmental Selection Committee DPC is empowered to relax the requirement in specific cases on merit, provided

(i) that at any given point of time not more than 50% percent of that the total number of sanctioned posts of Deputy Manager, Manager and Senior Manager are manned by persons with educational qualification less than the one prescribed in the Recruitment Rules.

(ii) that in case of educational qualification, such relaxation is considered only for posts upto and including the level of Sr.Manager and not above. Relaxation of educational qualification will be considered only if candidates having prescribed essential qualification and ACR rating of ‘Outstanding’ or ‘Very Good’ and who are senior to those not having essential qualification, are not available in the zone of consideration. Further, the merit in such cases will be assessed by the DPC, as per provision contained in para XV(c) of the Preamble to the RRs.

(iii) that for promotion to the post of Sr.Manager the incumbent should undergo special training & obtain a certificate from the institute approved by the Board.

In **General Cadre**, the paragraph stipulating promotion of officials with qualification less than graduate is deleted.

**(Notified vide O.O.No.admn./350/2008 dated 31.3.2008)**



The following procedure will be adopted in ITPO with respect to promotion of officers to all Group "A" posts i.e., Deputy Manager, Manager, Senior Manager, Deputy General Manager, General Manager and Senior General manager w.e.f. 31.3.2008:-

(a) DPC may award marks to various gradings in ACRs as indicated below, while considering cases of eligible officials/officers for promotion:-

Outstanding	: 5
Very Good	: 4
Good	: 3
Average	: 2
Adverse	: 0

(b) The official/officer must fulfill the eligibility criteria as laid down in the RRs.

(c) Following parameters with weightage as mentioned against each, will become the criteria for promotion:-

● DPC will award marks to the candidates falling in the zone of consideration on the following parameters as indicated against each:-

- Performance Appraisal	: 50* (maximum marks)
- Interview	: 30 -do-
- Seniority	: 10 -do-
- Qualifications	: 10 -do-

\*As detailed in the preceding paragraphs, the maximum score possible after evaluation of ACR gradings will be 25 and since a weightage of 50 out of 100 is proposed for ACRs, the score of the candidate will be doubled for the convenience of calculation.

(d) An officer has to score minimum 40 marks in ACR gradings for the consideration by DPC for promotion (20 x 2 for a period of consideration of 5 years) i.e., "Very Good" or an average.

(e) DPC would appraise the officials on the parameters of seniority i.e., higher position in inter-se-seniority would earn him a higher score, qualification i.e., higher score of the candidate possesses additional qualification over the minimum qualifications mandated under RRs, relevant to the area of his operation and interview which would test the candidate on his personality and his approach towards effective discharge of the duties expected of him for the higher post.

(f) The officers who score less than 60 marks i.e., ACR grading minimum 40, and interview/seniority/qualifications minimum 20, would be considered for promotion to the next higher level.

(g) The officers who score 60 marks and above, will be arranged in the order of their inter-se-seniority for empanelment.

(h) The officers who score more than 80 marks i.e., for ACRs 50 and for interview/seniority/qualifications 30 marks and above, would supersede and would find a place on the top of the officers scoring more than 60 marks and less than 80 marks. Further, an officer scoring 80 marks or more will supersede officers scoring more than 60 marks but less than 80 marks subject to the condition that he should have at least 5 marks more than the officer having the highest marks in the list of officers being superseded. If more than one officer have 80 marks or more and are eligible to supersede others in the panel, the inter-se-seniority among such superseding officers in the feeder categories, will be maintained.

**Ammended vide O.O.No.Admn./1245/2008 dated 08.10.2008: In Pursuance of the clarification given by the BOD in its 152nd meeting held on 19th August 2008, the following may be added at the end of clause XV of preamble to RRS, in supersession of Office order No. Admn/350/2008 dated 31st March, 2008:-**

(i) Henceforth, the following procedure will be adopted in ITPO with respect to promotion of officers Within Group A. Post I.e. Manager, Senior Manager, Deputy General Manager and Senior General Manager :

(a) DPC may award marks to various gradings in ACRs per year as indicated below, while considering cases of eligible/ officers for Promotion :

Outstanding	: 5
Very Good	: 4
Good	: 3
Average	: 2
Below Average	: 0

- (b) The official /officer must fulfill the eligibility criteria as laid down in the RRS.  
(c) Following Parameters with weightage as mentioned against each, will become the criteria for Promotion:

- DPC will award marks to the candidates falling in the zone of consideration on the following parameters as indicated against each :

Performance Appraisal	: 50* (maximum marks)
Interview	: 30 –do-
Seniority	: 10 –do-
Qualifications	: 10 –do-

\*As detailed in the preceding paragraphs, the maximum score possible after evaluation of ACR gradings will be 25 and since a weightage of 50 out of 100 is proposed for ACRs, the score of the candidate will be doubled for the convenience of calculation.

- (d) An officer has to score minimum 40 marks in ACR gradings for the relevant 5 years, for consideration by DPC for promotion i.e, ‘Very Good’ on an average.
- (e) DPC would appraise the officials on the parameters of seniority i.e. higher position in inter-se seniority would earn him a higher score, qualification i.e. if the candidate possesses additional qualification(s) over and above the minimum qualifications as prescribed in RRs, and which are relevant to the area of his operation, he would be awarded more marks; and interview: which would test the candidate’s personality and his approach towards effective discharge of the duties expected of him for the higher post.
- (f) The officers who score less than 60 marks i.e., ACR grading minimum 40, and interview/seniority/qualifications minimum 20, would not be considered for promotion to the next higher level.
- (g) The officers who score 60 marks and above, will be arranged in the order of their inter-se seniority for empanelment.
- (h) The officers who score 80 marks and above i.e., 50 marks in ACRs and 30 marks and above in interview/seniority/qualifications, would supersede those getting marks between 60 and 79 marks. Further, an officer scoring 80 marks or more will supersede officers scoring more than 60 marks but less than 80 marks, subject to the condition that he would have at least 5 marks more than the officer having the highest marks in the list of officers being superseded. If more than one officer score 80 marks or more and are eligible to supersede others in the panel, inter-se-seniority among such superseding officers in the feeder categories, will be maintained.
- (ii) **Promotion to the post of Dy.Manager & equivalent:**  
The benchmark for promotion to the Group A posts of Deputy Manager & equivalent will be “Very Good”. All provisions mentioned from (a) to (g) will apply except clause (h) as there will be no supersession for promotion to the post of Dy.Manager & equivalent.
- (iii) **Promotion to Group “C”, within Group “C” and Group “C” to “B”:-**  
No change is proposed in the existing promotion policy.
- (iv) **The composition of the DPCs for all the posts will remain as before.**  
The above provisions will come into force with immediate effect.

**XVI. Added para vide O.M. dated 29.3.2010 w.e.f. 26.6.09**

The changes done in the past or to be done in the Recruitment Rules in future will be applicable from the prospective date, meaning thereby, the provision of amended RRs will apply to recruits joining after the date of amendment(s).

**Amended vide O.O.No.Admn./809/2012 dated 17.09.2012**

The changes done in the past to be done in the Recruitment Rules relating to Education Qualification in future will be applicable from the prospective date, meaning thereby the provision of amended RRs will apply to recruits joining after the date of amendment(s).

**NOTE: Mode of Recruitment for all posts from Managers to Sr. General Managers in all Cadres will be:**

- (i) By promotion failing which;
- (ii) By deputation failing which;
- (iii) By direct recruitment.

**(Mode of Recruitment : Amended vide O.O. No. Admin/1015/2018 dated 17.07.2018)**

## RECRUITMENT RULES FOR THE POST OF SENIOR GENERAL MANAGER

1. Name of the post : Senior General Manager
2. Scale of Pay : Rs. 120000-280000
3. Whether selection post : Selection  
non-selection post
4. Upper age limit for Direct Recruits : 55 years
5. Educational qualification : **Essential**  
required for Direct Recruits : Master's Degree in Arts, Science or Commerce  
or  
Degree in Engineering. (Preference will be given to candidates, who have specialisation in Business Admn., Business Economics, Personnel Management., Statistics etc.)  
**Amended vide O.O.Dated 2.11.2010 F.No.5-ITPO(2)/E.I./2010-Vol.I**  
Master/Bachelor Degree in Commerce, Arts or Science with at-least IInd Division along with specialization in International Trade/International Marketing/Trade Fair Management through a diploma course from a recognized University/Institution **OR**  
Degree in Engineering from a recognized University/Institute.  
  
**Desirable**  
1. Graduation with Economics  
2. Diploma in Foreign Trade/ Marketing Management/  
Market Research from a recognised University/Institution  
**Or**  
Diploma in Journalism/ Mass Communication from a recognised University/Institution.  
**Or**  
Diploma in Personal Management/ Pub. Admn./Business Management from a recognised University/Institution.  
3. Knowledge of foreign language other than English.  
4. Knowledge of Computer Application.
6. Experience required for Direct Recruits : **Essential**  
25 years managerial experience in Marketing/Marketing Research/ Export Promotion or Publicity and Public Relations/ Advertising/ Media Relations or Administration/ Personnel Management in Govt./ Public Sector/reputed Private Sector organisations, preferably in the field of exhibitions.
7. Whether age & Educational Qualifications prescribed for direct recruits will apply in the case of promotees : Age - No  
Educational - Graduate  
Qualifications
8. Method of recruitment : 1. By promotion from departmental candidates with 5 years service as GM (General Cadre)failing which;  
**Amended vide O.O.No.Admn./1216/2005 dt.12.9.2005**  
1. By promotion from departmental candidates with 3 years service as GM failing which;  
2. By deputation of officers holding Class I post or equivalent with minimum qualifications and experience laid down for direct recruits in organisations of Govt./ public sector failing which;  
3. By direct recruitment.
9. (a) Composition of DPC : X(i)(a)  
(b) Composition of Selection Committee : X(i)(a)

**Note: (Amended vide O.O.No.Admn./529(A)/2006)**

The resultant vacancy of General Manager caused by promotion to the post of SGM on Ex-TFAI side shall be filled up from amongst eligible candidates in various cadres on Ex-TFAI side, on need basis.

## GENERAL CADRE

## RECRUITMENT RULES FOR THE POST OF GM

1. Name of the post : General Manager
2. Scale of Pay : Rs. 100000-260000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 50 years
5. Educational qualifications required for Direct Recruits : **Essential**  
Master's Degree in Arts, Science or Commerce  
**Or**  
Degree in Engineering.  
(Preference will be given to candidates, who have specialisation in Business Admn., Business Economics, Personnel Management, Statistics etc.)  
**Amended vide O.O.Dated 2.11.2010 F.No.5-ITPO(2)/E.I./2006-Vol.I**  
Master/Bachelor Degree in Commerce, Arts or Science with at-least IInd Division along with specialization in International Trade/International Marketing/Trade Fair Management through a diploma course from a recognized University/Institution **OR** Degree in Engineering from a recognized University/Institute.  
**GM(Training):** 1. Master's Degree in English or Economic (2<sup>nd</sup> Class) of a recognised University.  
2. Evidence of being actively engaged in (i) research or (ii) innovation in teaching methods or (iii) production of teaching materials.  
**Desirable**  
1. **a. GM(Exhibition):** Diploma in foreign Trade/ Marketing Management/ Market Research from a recognised University/Institution.  
**b. GM(Publicity):** Diploma in journalism/ Mass Communication from a recognised University/Institution.  
**c. GM(Admn.):** Diploma in Personnel Management/ Public Administration/ Business Management from a recognised University/Institution.  
**d. GM(Culture):** Diploma from National School of Drama/Film Institute of India.  
2. Knowledge of foreign languages, other than English.  
3. Knowledge of Computer application.
6. Experience required for Direct Recruits : **Essential**  
20 years managerial experience in  
**a. GM(Exhibition):** Marketing/ Market Research/ Export promotion.  
**b. GM(Publicity):** Publicity & Public Relations/ Advertising/ Media Relations.  
**c. GM(Admn.) :** Administration/ Personnel Mgmt.  
**d. GM(Culture):** Promotion and programming of theatres, films, dance, music

**e. GM(Training):** Field of teaching, planning and executions of training, workshops, seminars and tourism. Out of 20 years at least 5 years experience should have been as Professor/ Assistant Professor or in an equivalent position.

in Government/PSU/ reputed private sector organisations, preferably in the field of exhibitions. Out of 20 years, at least 5 years experience should have been as Head of Division.

- |    |  |   |  |   |                |
|----|--|---|--|---|----------------|
| 7. | Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. | : | Age<br>Educational<br>Qualifications   | - | No<br>Graduate |
| 8. | Method of recruitment  | : | 1. By promotion from departmental candidates with 3 years service in ITPO as DGM (GC) in ITPO failing which;<br>2. By deputation of officers holding Class I post or equivalent with minimum qualifications and experience laid down for direct recruits in organisations of Government/ Public Sector failing which;<br>3. By direct recruitment. |   |                |
| 9. | (a) Composition of DPC<br>(b) Composition of Selection Committee   | : | X(i)(a)<br>X(i)(a)   |   |                |

## GENERAL CADRE

## RECRUITMENT RULES FOR THE POST OF DGM

1. Name of the post : Deputy General Manager
2. Scale of Pay : Rs. 90000-240000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 45 years
5. Educational qualifications required for Direct Recruits : **Essential**  
Master's Degree in Arts, Science or Commerce  
**Or**  
Degree in Engineering.  
(Preference will be given to candidates, who have specialisation in Business Admn., Business Economics, Personnel Management, Statistics etc.)  
**Amended vide O.O.Dated 2.11.2010 F.No.5-ITPO(2)/E.I./2006-Vol.I**  
Master/Bachelor Degree in Commerce, Arts or Science with at-least IInd Division along with specialization in International Trade/International Marketing/Trade Fair Management through a diploma course from a recognized University/Institution **OR** Degree in Engineering from a recognized University/Institute.  
**DGM(Training):** 1. Master's Degree in English or Economic (2<sup>nd</sup> Class) of a recognised University.  
2. Evidence of being actively engaged in (i) research or (ii) innovation in teaching methods or (iii) production of teaching materials.
- Desirable**
1. **a. DGM(Exhibition):** Diploma in foreign Trade/ Marketing Management/ Market Research from a recognised University/Institution.  
**b. DGM(Publicity):** Diploma in journalism/ Mass Communication from a recognised University/Institution.  
**c. DGM(Admn.):** Diploma in Personnel Management/ Public Administration/ Business Management from a recognised University/Institution.  
**d. DGM(Culture):** Diploma from National School of Drama/Film Institute of India.
2. Knowledge of foreign languages, other than English.
3. Knowledge of Computer application.
6. Experience required for Direct Recruits : **Essential**  
15 years managerial experience in  
**a. DGM(Exhibition):** Marketing/ Market Research/ Export promotion.  
**b. DGM(Publicity):** Publicity & Public Relations/ Advertising/ Media Relations.  
**c. DGM(Admn.) :** Administration/ Personnel Mgmt.



**d. DGM(Culture):** Promotion and programming of theatres, films, dance, music

**e. DGM(Training):** teaching, planning and executions of training, workshops, seminars and tourism. Out of 15 years at least 3 years experience should have been as Professor/ Assistant Professor or in an equivalent position.

in Government/PSU/ reputed private sector organisations, preferably in the field of exhibitions.

7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Graduate  
Qualifications
8. Method of recruitment : 1. By promotion from departmental candidates with 3 years' service in ITPO as Senior Manager (General Cadre) failing which;  
2. By deputation of officers holding Class I post or equivalent with minimum qualifications and experience laid down for direct recruits in organisations of Government/ Public Sector failing which;  
3. By direct recruitment.
9. (a) Composition of DPC : X(i)(b)  
(b) Composition of Selection Committee X(i)(b)

**Note:** No. of the posts above the level of DMs (i.e. Manager & above to be filled by DR should be need based. (Approved by BOD on 30.03.2000 with reference to Mr. A.Jayaraman's Report)

## GENERAL CADRE

## RECRUITMENT RULES FOR THE POST OF SM

- |    |  |   |  |
|----|--|---|--|
| 1. | Name of the post   | : | Senior Manager   |
| 2. | Scale of Pay   | : | Rs. 80000-220000   |
| 3. | Whether selection post<br>or non selection post            | : | Selection  |
| 4. | Upper age limit for Direct Recruits                        | : | 40 years   |
| 5. | Educational qualifications<br>required for Direct Recruits | : | <b>Essential</b><br>Master's Degree in Arts, Science or Commerce |

**Or**

Degree in Engineering.  
(Preference will be given to candidates, who have specialisation in Business Admn., Business Economics, Personnel Management, Statistics etc.)

**Ammended vide O.O.Dated 2.11.2010 F.No.5-ITPO(2)/E.I./2006-Vol.I**  
Master/Bachelor Degree in Commerce, Arts or Science with at-least IInd Division along with specialization in International Trade/International Marketing/Trade Fair Management through a diploma course from a recognized University/Institution **OR** Degree in Engineering from a recognized University/Institute.

**SM(Shipping): 1.** Master's Degree in Arts, Science or Commerce and Diploma from a recognised Shipping Institution. (Preference will be given to Post Graduate diploma holders)

**SM(Stores):** Bachelor's Degree **and** Diploma in Inventory Control/Materials Management from a recognised University. (Preference will be given to Post Graduate Diploma holders)

**SM(Vigilance):** Bachelor's Degree **and** LL.B. or Degree/Diploma holder in Industrial Law.

**SM(Training):** 1. Master's Degree in English or Economic (2<sup>nd</sup> Class) of a recognised University.  
2. Evidence of being actively engaged in (i) research or (ii) innovation in teaching methods or (iii) production of teaching materials.

**Desirable**

1. **a. SM(Exhibition):** Diploma in foreign Trade/ Marketing Management/ Market Research from a recognised University/Institution.
- b. SM(Publicity):** Diploma in journalism/ Mass Communication from a recognised University/Institution.
- c. SM(Admn.):** Diploma in Personnel Management/ Public Administration/ Business Management from a recognised University/Institution.
- d. SM(Culture):** Diploma from National School of Drama/Film Institute of India.
- e. SM(Mgmt.System):** Diploma in Foreign Trade/ Business Mgmt./ Mktg. Management from a recognised University/Institution.
- f. SM(Vigilance):** Diploma in Public Administration/ Personnel Management

2. Knowledge of foreign languages, other than English.
3. Knowledge of Computer application.

6. Experience required for Direct Recruits : **Essential**  
 10 years managerial experience in  
**a. SM(Exhibition)/SM(Management Systems):** Mktg./ Mkt. Research/ Export promotion.  
**b. SM(Publicity):** Publicity & Public Relations/ Advertising/ Media Relations.  
**c. SM(Admn.) :** Administration/ Personnel Mgmt.  
**d. SM(Culture):** Promotion and programming of theatres, films, dance, music  
**e. SM(Shipping):** Shipping/handling & clearance/ insurance  
**f. SM(Stores):** Stores  
*Desirable:* Experience with customs/handling & clearance/ insurance claims inventory control & store purchase.  
**g. SM(Training):** teaching, planning and executions of training, workshops, seminars and tourism. Out of 10 years at least 2 years experience should have been as Professor/ Assistant Professor or in an equivalent position.  
 in Government/PSU/ reputed private sector organisations, preferably in the field of exhibitions.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
 Educational - Graduate  
 Qualifications
8. Method of recruitment : 1. By promotion from departmental candidates with 3 years' service in ITPO as Manager (General Cadre) failing which;  
 2. By deputation of officers holding Class I post or equivalent with minimum qualifications and experience laid down for direct recruits in organisations of Government/ Public Sector failing which;  
 3. By direct recruitment.  
**SM(Vigilance):** By deputation from Group "A" Central Services or IPS or PSU officers with 9 years of total service and 3 years experience in vigilance work in Govt. or PSU. The normal period of deputation will be 4 years.
9. (a) Composition of DPC : X(ii)  
 (b) Composition of Selection Committee X(ii)

**Note:** No. of the posts above the level of DMs (i.e. Manager & above to be filled by DR should be need based. (Approved by BOD on 30.03.2000 with reference to Mr. A.Jayaraman's Report)

RECRUITMENT RULES FOR THE POST OF MANAGER

1. Name of the post : Manager
2. Scale of Pay : Rs. 60000-180000
3. Whether selection post : Selection  
or non selection post
4. Upper age limit for Direct Recruits : 35 years
5. Educational qualifications : **Essential**  
required for Direct Recruits Master's Degree in Arts, Science or Commerce

**Or**

Degree in Engineering.

(Preference will be given to candidates, who have specialisation in Business Admn., Business Economics, Personnel Management, Statistics etc.)

**Amended vide O.O.Dated 2.11.2010 F.No.5-ITPO(2)/E.I./2006-Vol.I**

Master/Bachelor Degree in Commerce, Arts or Science with at-least IInd Division along with specialization in International Trade/International Marketing/Trade Fair Management through a diploma course from a recognized University/Institution **OR** Degree in Engineering from a recognized University/Institute.

**Mgr.(PR) & Mgr.(Editorial) :** Preference will be given to candidates, who have specialisation in Psychology, Public Relations, Journalism and Mass Communication.

**Mgr.(Computer):** 1. M.E./M.Tech OR

2. B.E./B.Tech/M.Sc. in Computer Science/ Electronics OR

3. P.G.Diploma/M.Phil/M.C.A. in Computer Science or Operation Research or equivalent with at least 60% marks in the aggregate. OR

4. M.A. (Mathematics, Statistics, Operation Research or Economics)/M.Sc. (Physics, Chemistry, Mathematics, Statistics or Operation Research)/ B.E./ B.Tech with at least 60% marks in the aggregate.

**Mgr.(Hindi)** Master's degree of a recognised University in Hindi with English as a subject at the degree level. **Or**

Master's degree of a recognised University in English with Hindi as a subject at the degree level.

**Mgr.(Printing):** Degree/Diploma in Printing Technology from a recognised University/ Institution. (Preference will be given to Degree holders)

**Mgr. (Protocol):** Bachelor's Degree from a recognised University **and** Diploma course in Tourism from a recognised University/ Institution. (Preference will be given to Post Graduate Diploma Holders)

**Mgr.(Shipping):** Master's Degree in Arts, Science or Commerce **and** Diploma from a recognised Shipping Institution. (Preference will be given to Post Graduate diploma holders)

**Mgr.(Stores):** Bachelor's Degree **and** Diploma in Inventory Control/Materials Management from a

recognised University. (Preference will be given to Post Graduate Diploma holders)

**Mgr.(Travel):** Master's Degree in Arts, Science or Commerce/Degree in Engineering **and** IATA/UFTAA Diploma course

**Or** Member Airlines course for ticketing, reservations, fare construction etc.

**Mgr.(Training):** 1. Master's Degree in English or Economics (2<sup>nd</sup> Class) of a recognised University.  
2. Evidence of being actively engaged in (i) research or (ii) innovation in teaching methods or (iii) production of teaching materials.

#### **Desirable**

1. **a. Mgr.(Exhibition):** Diploma in foreign Trade/ Marketing Management/ Market Research from a recognised University/Institution.
- b. Mgr.(Publicity/Editorial):** Diploma in journalism/ Mass Communication from a recognised University/Institution.
- c. Mgr.(Admn.):** Diploma in Personnel Management/ Public Administration/ Business Management from a recognised University/Institution.
- d. Mgr.(Culture):** Diploma from National School of Drama/Film Institute of India.
- e. Mgr.(PR):** Diploma in Public Relations/ Mass Communications/ Advertising from a recognised University/ Institution.
- f. Mgr.(Hindi):** Diploma certificate course in Translation from Hindi to English and VICE-VERSA.
- g. Mgr.(Mgmt.System):** Diploma in Foreign Trade/ Business Mgmt./ Mktg. Management from a recognised University/Institution.
- h. Mgr.(Printing):** Specialised training India or abroad in quality printing and production work relating to layout, photography and art work.

2. Knowledge of foreign languages, other than English.
3. Knowledge of Computer application.

6. Experience required for Direct Recruits :

#### **Essential**

- 5 years managerial experience except specifically mentioned) in
- a. Mgr.(Exhibition)/Mgr.(Mgmt.Systems):** Mktg./ Mkt. Research/ Export promotion.
  - b. Mgr.(Publicity):** Publicity & Public Relations/ Advertising/ Media Relations.
  - c. Mgr.(Admn.) :** Admin./ Personnel Mgmt.
  - d. Mgr.(Culture):** Promotion and programming of theatres, films, dance, music
  - e. Mgr.(PR):** 7 years experience, out of which at least 4 years at managerial level in Public Relations/Advertising/Media Relations
  - f. Mgr.(Editorial):** 7 years experience, out of which at least 4 years at managerial level in editing/writing in reputed publications in

- g. Mgr.(Computer):** 3 years for M.E./M.Tech. 5 years for qualifications, specified (2) & (3). 6 years for qualifications, specified under (4)
- h. Mgr.(Hindi):** 7 years exp. of a terminological work in Hindi and/or translation work from English to Hindi or Vice-Versa, preferably of technical or scientific and economic literature
- i. Mgr.(Printing):** supervisory capacity in a printing press or the production department of a publishing house/ Advt.Agency/ Publicity firm.
- j. Mgr.(Protocol):** Tourism/ International conferences/ Seminars/ Workshops
- k. Mgr.(Shipping):** Shipping/handling & clearance/insurance
- l. Mgr.(Stores):** *Essential:* Stores  
*Desirable:* Experience with customs/handling & clearance/ insurance claims inventory control & store purchase.
- m. Mgr.(Travel):** IATA approved Airline/Travel Agency.
- n. Mgr.(Training):** teaching, planning and executions of training, workshops, seminars and at least 1 years experience should have been as Professor/ Assistant Professor or in an equivalent position.

in Government/PSU/ reputed private sector organisations, preferably in the field of exhibitions.

7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Graduate  
Qualifications **Manager (Hindi) :** Relaxable to Degree with Hindi and English as main subjects from a recognised University and with Diploma certificate course in translation from Hindi to English and Vice-Versa.
8. Method of recruitment : 1. By promotion from departmental candidates with 3 years service in ITPO as DM(GC)  
**Mgr.(Computer) 5 years as DM(Computer)**  
**Mgr.(Printing): 5 years as DM(Printing)**  
**Mgr.(Protocol): 5 years as DM(Protocol)**  
failing which;  
2. By deputation of officers holding Class I post or equivalent with minimum qualifications and experience laid down for direct recruits in organisations of Government/PSU failing which;  
3. By direct recruitment.  
**Mgr.(Editorial) :By DR**  
**Mgr.(Travel): By DR**
9. (a) Composition of DPC : X(ii)  
(b) Composition of Selection Committee : X(ii)

**Note:** No. of the posts above the level of DMs (i.e. Manager & above to be filled by DR should be need based. (Approved by BOD on 30.03.2000 with reference to Mr. A.Jayaraman's Report)

## GENERAL CADRE

## RECRUITMENT RULES FOR THE POST OF DM

1. Name of the post : Deputy Manager
2. Scale of Pay : Rs. 40000-140000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 30 years
5. Educational qualifications required for Direct Recruits : **\*Essential qualification:**  
Bachelor's Degree from any recognized University/Institute with 55% marks  
**OR**  
CA/CMA/Company Secretary from the respective Institution.  
**(Amended vide O.O.2204/2018 dtd. 18.12.2018)**  
  
**For Departmental candidates:** Bachelor's Degree  
**(Amended O.O.1015/2018 dtd. 17.07.2018)**  
  
**Desirable:**  
(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.
6. Experience required for Direct Recruits : **\*Desirable:**  
2 years supervisory experience
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Graduate  
Qualifications
8. Method of recruitment : (i) 50% (30% from Asstt. Manager (GC)/ 20% from Asstt. Manager (Secretarial)) by promotion from departmental candidates with 4 years service in ITPO as Assistant Manager(GC)/Assistant Manager (Secretarial)  
(ii) 50% - by direct recruitment.  
**(Amended vide O.O.1015/2018 dtd. 17.07.2018)**
9. (a) Composition of DPC : X(iii)  
(b) Composition of Selection Committee : X(iii)

**Note:** While making DR against vacancies in the grade of DM in General Cadre, notional allocation of vacancies caused by promotion in specialist discipline, will be filled up on need based. (Approved by BOD in meeting held on 30.03.2000 with reference to Shri. A.Jayaraman Report)

## RECRUITMENT RULES FOR THE POST OF SENIOR MANAGER (LAW)

- |    |  |   |   |
|----|--|---|---|
| 1. | Name of the post   | : | Senior Manager (Law)  |
| 2. | Scale of Pay   | : | Rs. 80000-220000  |
| 3. | Whether selection post<br>or non selection post  | : | N/A   |
| 4. | Upper age limit for Direct Recruits  | : | 50 years  |
| 5. | Educational qualifications<br>required for Direct Recruits   | : | <b><u>Essential</u></b><br>LL.B./B.G.L. Degree from a<br>recognised University.   |
| 6. | Experience required for Direct recruits  | : | <b><u>Essential</u></b><br>10 years experience Managerial experience<br>in legal department in Central/State Govt./PSUs or in<br>reputed private organisations. |
| 7. | Whether age & Educational qualifications<br>prescribed for direct recruits will apply<br>in the case of promotees. | : | Not applicable  |
| 8. | Method of recruitment  | : | By direct recruitment.  |
| 9. | (a) Composition of DPC   | : | X(ii)   |
|    | (b) Composition of Selection Committee   | : | X(ii)   |

**(Added Rule vide O.O.Admn./1346/2002 dated 30.09.2002)**



General Cadre

RECRUITMENT RULES FOR THE POST OF DEPUTY MANAGER (LAW)

1. Name of the post : Deputy Manager (Law)
2. Scale of Pay : Rs. 40000-140000
3. Whether selection post or non selection post : N/A
4. Upper age limit for Direct Recruits : 30 years
5. Educational qualifications required for Direct Recruits : **Essential**  
LL.B./B.G.L. Degree from a recognised University.  
  
**Desirable**  
1. Knowledge of foreign languages, other than English.  
2. Knowledge of Computer applications
6. Experience required for Direct recruits : **Essential**  
3 years experience of practice as Advocate or in judiciary of a State Government or in the Legal Department of the Central of State Government or in a Public Sector Undertaking.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Does not arise
8. Method of recruitment : By direct recruitment.
9. (a) Composition of DPC : X(iii)  
(b) Composition of Selection Committee : X(iii)

## GENERAL CADRE

## RECRUITMENT RULES FOR THE POST OF EXECUTIVE (LAW)

1. Name of the post : Executive (Law)
2. Scale of Pay : Rs. 30000-120000
3. Whether selection post or non selection post : Not applicable
4. Upper age limit for Direct Recruits : 30 years
5. Educational qualifications required for Direct Recruits : **Essential**  
IInd class LL.B. from recognised University.  
**Desirable**  
1. Knowledge of foreign language, other than English.  
2. Knowledge of Computer Application..
6. Experience required for Direct Recruits : **Essential**  
2 years experience in the relevant field in Govt.PSU/reputed Private Sector organisations.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Not applicable
8. Method of recruitment : By direct recruitment.
9. Composition of Selection Committee : X(iv)

Sanctioned Strength: 43-23=20  
(23 posts abolished vide O.O. Admin/1015/2018 dated 17.07.2018)  
(Revised nomenclature O/O. 164/2020, dtd. 03.02.2020)

GENERAL CADRE

RECRUITMENT RULES FOR THE POST OF ASSISTANT MANAGER

1. Name of the post : Assistant Manager
2. Scale of Pay : Rs. 30000-120000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : Not applicable
5. Educational qualifications required for Direct Recruits : Not applicable
6. Experience required for Direct Recruits : Not applicable
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Not applicable
8. Method of recruitment : 100% by promotion among Sr. Assistant (General Cadre) with 4 years' service in the grade.  
**Assistant Manager (Hindi Translator) :** By promotion from Sr.Asstt.(Hindi Translator) with 4 years' service in the grade.  
**Assistant Manager (Library) :** By promotion from Sr.Asstt.(Library) with 4 years' service in the grade.
9. Composition of DPC : X(iv)

## GENERAL CADRE

## RECRUITMENT RULES FOR THE POST OF EXECUTIVE (TRAVEL)

- |    |  |   |  |
|----|--|---|--|
| 1. | Name of the post   | : | Executive (Travel)   |
| 2. | Scale of Pay   | : | Rs. 30000-120000   |
| 3. | Whether selection post<br>or non selection post  | : | Selection  |
| 4. | Upper age limit for Direct Recruits  | : | 30 years   |
| 5. | Educational qualifications<br>required for Direct Recruits   | : | <p><b><u>Essential</u></b><br/>           1. Bachelor's Degree from a<br/>           recognised University.<br/>           2. IATA/UFTAA Diploma Course<br/>                 or<br/>           Member Airlines course for ticketing,<br/>           reservations, fare construction, etc.</p> <p><b><u>Desirable</u></b><br/>           1. Knowledge of foreign languages,<br/>           other than English.<br/>           2. Knowledge of Computer application.</p> |
| 6. | Experience required for Direct recruits  | : | <p><b><u>Essential</u></b><br/>           5 years experience in an IATA<br/>           approved Airlines/ GSA/ Travel<br/>           Agency.</p>   |
| 7. | Whether age & Educational qualifications<br>prescribed for direct recruits will apply<br>in the case of promotees. | : | Does not arise   |
| 8. | Method of recruitment  | : | By direct recruitment.   |
| 9. | Composition of Selection Committee   | : | X(iv)  |

**Note: DR for this specialist post should be need based.**

## GENERAL CADRE

## RECRUITMENT RULES FOR THE POST OF EXECUTIVE (PRINTING)

- |    |  |   |   |
|----|--|---|---|
| 1. | Name of the post   | : | Executive (Printing)  |
| 2. | Scale of Pay   | : | Rs. 30000-120000  |
| 3. | Whether selection post<br>or non selection post  | : | Selection   |
| 4. | Upper age limit for Direct Recruits  | : | 30 years  |
| 5. | Educational qualifications<br>required for Direct Recruits   | : | <p><b><u>Essential</u></b><br/>Degree/Diploma in Printing Technology<br/>from a recognised University/Institution.<br/>(Preference will be given to Degree holders)</p> <p><b><u>Desirable</u></b><br/>1. Knowledge of foreign languages,<br/>other than English.<br/>2. Knowledge of Computer application.</p> |
| 6. | Experience required for Direct recruits  | : | <p><b><u>Essential</u></b><br/>2 years experience in a printing press or the<br/>production department of a publishing house/ Advertising<br/>Agency/ Publicity Firm of repute Govt. or PSU, preferably<br/>in the field of exhibitions.</p>  |
| 7. | Whether age & Educational qualifications<br>prescribed for direct recruits will apply<br>in the case of promotees. | : | Not applicable  |
| 8. | Method of recruitment  | : | By direct recruitment.  |
| 9. | Composition of Selection Committee   | : | X(iv)   |

**Note: DR for this specialist post should be need based.**

## GENERAL CADRE

## RECRUITMENT RULES FOR THE POST OF EXECUTIVE (PRESENTATION)

- |    |  |   |  |
|----|--|---|--|
| 1. | Name of the post   | : | Executive (Presentation)   |
| 2. | Scale of Pay   | : | Rs. 30000-120000   |
| 3. | Whether selection post<br>or non selection post  | : | Selection  |
| 4. | Upper age limit for Direct Recruits  | : | 30 years   |
| 5. | Educational qualifications<br>required for Direct Recruits   | : | <p><b><u>Essential</u></b><br/>Bachelor's Degree from a<br/>from a recognised University.</p> <p><b><u>Desirable</u></b><br/>1. Diploma from National School of Drama/ Film<br/>Institution of India.<br/>2. Knowledge of foreign languages,<br/>other than English.<br/>3. Knowledge of Computer application.</p> |
| 6. | Experience required for Direct recruits  | : | <p><b><u>Essential</u></b><br/>Experience in presentation of theatre, films, dance,<br/>music programmes, including supervisions of light sound<br/>and projection arrangement in organisations of repute,<br/>preferably in Govt./PSU- 2 years for diploma holders and<br/>4 years for non-diploma holders.</p>   |
| 7. | Whether age & Educational qualifications<br>prescribed for direct recruits will apply<br>in the case of promotees. | : | Not applicable   |
| 8. | Method of recruitment  | : | By direct recruitment.   |
| 9. | Composition of Selection Committee   | : | X(iv)  |

**Note: DR for this specialist post should be need based.**

## GENERAL CADRE

## RECRUITMENT RULES FOR THE POST OF EXECUTIVE (PROGRAMME)

- |    |  |   |  |
|----|--|---|--|
| 1. | Name of the post   | : | Executive (Programme)  |
| 2. | Scale of Pay   | : | Rs. 30000-120000   |
| 3. | Whether selection post or non selection post   | : | Selection  |
| 4. | Upper age limit for Direct Recruits  | : | 30 years   |
| 5. | Educational qualifications required for Direct Recruits  | : | <b><u>Essential</u></b><br>Bachelor's Degree from a recognised University.   |
|    |  |   | <b><u>Desirable</u></b><br>1. Diploma from National School of Drama/ Film Institution of India.<br>2. Knowledge of foreign languages, other than English.<br>3. Knowledge of Computer application.   |
| 6. | Experience required for Direct recruits  | : | <b><u>Essential</u></b><br>Experience in programming and promotion of theatre, films dance, music programmes, including supervision of light, sound and projection arrangement in organisations of repute, preferably in Govt./PSU- 2 years for diploma holders and 4 years for non-diploma holders. |
| 7. | Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. | : | Not applicable   |
| 8. | Method of recruitment  | : | By direct recruitment.   |
| 9. | Composition of Selection Committee   | : | X(iv)  |

**Note: DR for this specialist post should be need based.**

**Sanctioned Strength: 44-22=22**

(22 DR posts abolished vide O.O. Admin/1011/2018 dtd. 17.07.2018)

**GENERAL CADRE**

**RECRUITMENT RULES FOR THE POST OF SENIOR ASSISTANT**

- |    |  |   |  |
|----|--|---|--|
| 1. | Name of the post   | : | Senior Assistant   |
| 2. | Scale of Pay   | : | Rs. 29000-110000   |
| 3. | Whether selection post<br>or non selection post            | : | Non-Selection  |
| 4. | Upper age limit for Direct Recruits                        | : | 27 years   |
| 5. | Educational qualifications<br>required for Direct Recruits | : | <b><u>Essential</u></b><br>Bachelor's Degree from a recognised<br>University.<br><b>*Amended vide O.M. dated 29.3.2010 w.e.f. 26.6.09</b><br><b><u>Essential: (i) Bachelor's Degree at least 2<sup>nd</sup> Division.</u></b><br><b><u>(ii) Knowledge of computer applications</u></b> |

**Sr.Asstt.(Caretaking):** Bachelor's Degree\* and Diploma in Public Health from a recognised Institution.  
**Sr.Asstt.(Culture):** Bachelor's Degree\* from a recognised University.  
**Or** Diploma from National School of Drama/Film Institute of India.  
**Sr.Asstt.(Hindi Translator):** Bachelor's degree\* with Hindi and English as main subjects and recognised Diploma Certificate course in translation from Hindi to English and Vica-versa.  
**Sr.Asstt.(Library):** Bachelor's Degree\*/Library Science from a recognised University **Or** Bachelor's Degree\* in Arts/Science/Commerce and Diploma in Library Science from a recognised University/ Institution.  
**Sr.Asstt.(Protocol):** Bachelor's Degree\* and Diploma course in Tourism from a recognised University/ Institution.  
**Sr.Asstt.(Shipping):** Bachelor's Degree\* and Diploma from a recognised Shipping Institution.  
**Sr.Asstt.(Stores):** Bachelor's Degree\* and Diploma/ Certificate in stores keeping/ Inventory Control/ Materials Management.

**Desirable**

1.
  - a. **Sr.Asstt.(Exhibition) :** Diploma in Foreign Trade/ Mktg. Management/ Market Research from a recognised University/ Institution
  - b. **Sr.Asstt.(Pub./PR/Information):** Diploma in Journalism/ Mass Communication.
  - c. **Sr.Asstt.(Admn.):** Diploma in Personnel Management/ Public Administration.
  - d. **Sr.Asstt.(Proof Reading):** Certificate from recognised training Institute in any course with Proof Reading as elective subject.
  - e. **Sr.Asstt.(Confidential):** Diploma in Industrial Law and knowledge of typewriting.
2. Knowledge of foreign languages, other than English



3.Knowledge of Computer Application.(Deleted vide **O.M. dated 29.3.2010 w.e.f. 26.6.09**)

6. Experience required for Direct Recruits : **Essential**  
3 years experience (except specifically mentioned) in  
**a. Sr.Asstt.(Exhibition):** marketing, market research, export promotion  
**b. Sr.Asstt.(Pub./PR/Information):** Publicity & Public Relations/ Advertising/ media Relations  
**c. Sr.Asstt.(Admn.):** Administration/ Personnel Management  
**d. Sr.Asstt.(Prf. Reading):** Proof reading in a widely circulated English news papers/journal or in a reputed publishing/ printing house or in a  
**e. Sr.Asstt.(Caretaking):** Looking after Building/Estates in  
**f. Sr.Asstt.(Culture):** 1 year experience for diploma holders and 3 years experience for non-diploma holders in presentation of theatre films, dance, music programmes, including supervision of light, sound and projection arrangements in or  
**g. Sr.Asstt. (Hindi Translator):** translation work from Hindi to English and vice-versa in  
**h. Sr.Asstt.(Library):** Responsible capacity in a Library of standing.  
**i. Sr.Asstt.(Protocol):** Tourism/ International conferences/ Seminars/ Workshops  
**j. Sr.Asstt.(Shipping):** Shipping/handling & clearnace insurance in  
**k. Sr.Asstt.(Stores):** Preference will be given to those having 1 years experience in relevant field.  
**l. Sr.Asstt.(Confidential):** Vigilance work covering disciplinary proceedings/ investigations cases in Government/ Public Sector/ reputed Private Sector organisations, preferably in the field of exhibitions.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - No  
Qualifications
8. Method of recruitment : 100% by promotion from departmental candidates with 4 years' service in ITPO as Assistant(GC) in ITPO.  
**(Amended O.O.1015/2018 dated 17.07.2018)**
9. (a) Composition of DPC : X(iv)  
(b) Composition of Selection Committee : X(iv)

**Note: DR of specialist work will be against the overall 50% quota.**

## GENERAL CADRE

## RECRUITMENT RULES FOR THE POST OF SENIOR DRIVE GRADE-I

- |     |  |   |   |
|-----|--|---|---|
| 1.  | Name of the post   | : | Sr. Driver Grade-I  |
| 2.  | Scale of Pay   | : | Rs. 29000-110000  |
| 3.  | Whether selection post<br>or non selection post  | : | Selection   |
| 4.  | Upper age limit for Direct Recruits  | : | Not applicable  |
| 5.  | Educational qualifications   | : | Not Applicable  |
| 6.  | Experience required for Direct Recruits  | : | Not Applicable  |
| 7.  | Whether age & Educational qualifications<br>prescribed for direct recruits will apply<br>in the case of promotees. | : | Not Applicable  |
| 8.  | Method of recruitment  | : | By promotion  |
| 9.  | Eligibility  | : | <p>1. 6 years of regular service as Staff Car Driver/<br/>Despatch Rider Grade-II or 15 years in<br/>ordinary grade/basic grade or both ordinary grade and<br/>grade-II</p> <p>2. Promotion will be subject to overall performance,<br/>physical fitness and conduct including integrity.</p> <p><b>Other essential conditions for promotion:</b></p> <p>1. The incumbent should be medically fit with regard to<br/>eye sight and alertness.</p> <p>2. The incumbent is clear from Vigilance angle.</p> <p>3. The incumbent has obtained minimum “Good” grading<br/>in his ACRs.</p> |
| 10. | Composition of Selection Committee   | : | X(iv)   |

## GENERAL CADRE

## RECRUITMENT RULES FOR THE POST OF SENIOR DRIVER GRADE-II

1. Name of the post : Sr. Driver Grade-II
2. Scale of Pay : Rs. 27500-99000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : Not applicable
5. Educational qualifications : Not Applicable
6. Experience required for Direct Recruits : Not Applicable
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Not Applicable
8. Method of recruitment : 100% by promotion amongst the Basic grade.
9. Eligibility :
  1. 9 years of regular service as Staff Car Driver/ Despatch Riders in ordinary grade/ basic grade in Ex-TFAI (ITPO)
  2. Promotion will be subject to overall performance, physical fitness and conduct including integrity.
  - Other essential conditions for promotion:**
    1. The incumbent should be medically fit with regard to eye sight and alertness.
    2. The incumbent is clear from Vigilance angle.
    3. The incumbent has obtained minimum "Good" grading in his ACRs.
10. Composition of Selection Committee : X(iv)

## GENERAL CADRE

## RECRUITMENT RULES FOR THE POST OF STAFF CAR DRIVER

1. Name of the post : Staff Car Driver
2. Scale of Pay : Rs. 25000-85000
3. Whether selection post or non selection post : N/A
4. Upper age limit for Direct Recruits : 28 years
5. Educational qualifications required for Direct Recruits : **Essential**  
 1. 8th Class pass  
 2. Valid Driving Licence to drive light and heavy vehicles.  
  
**Essential:**  
 1. 10<sup>th</sup> Class pass  
 2. Valid Driving Licence to drive light and heavy vehicles.  
**(Amended O.O. Admin/988/2019 dtd. 25.09.2019)**
6. Experience required for Direct Recruits : **Essential**  
 2 years experience as Driver in Government / Public Sector / reputed Private Sector organisations.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Does not arise
8. Method of recruitment : 1. By deputation from Armed Forces/CRPF/CISF/ Police/BSF/Other Para-military Organisations, CPSEs and Government Departments failing which  
 2. By direct recruitment.  
**(Amended O.O. Admin/988/2019 dtd. 25.09.2019)**
9. (a) Composition of DPC : X(iv)  
 (b) Composition of Selection Committee : X(iv)

Sanctioned Strength: 2-2=0

(2 posts abolished vide O.O. Admin/1011/2018 dtd. 17.07.2018)

GENERAL CADRE

RECRUITMENT RULES FOR THE POST OF DESPATCH RIDER

1. Name of the post : Despatch Rider
2. Scale of Pay : Rs. 25000-85000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 28 years
5. Educational qualifications required for Direct Recruits : **Essential**  
1. 8th Class pass  
  
2. Valid Driving Licence for 3 wheeler scooters/motor cycles.
6. Experience required for Direct Recruits : **Essential**  
2 years experience as Despatch Rider in Government / Public Sector/ reputed Private Secor organisations.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Does not arise
8. Method of recruitment : By direct recruitment.
9. (a) Composition of DPC : X(iv)  
(b) Composition of Selection Committee : X(iv)

## GENERAL CADRE

## RECRUITMENT RULES FOR THE POST OF MATE/SUPERVISOR

- |    |  |   |   |
|----|--|---|---|
| 1. | Name of the post   | : | Mate/Supervisor   |
| 2. | Scale of Pay   | : | Rs. 25000-85000   |
| 3. | Whether selection post or non selection post   | : | Non-Selection   |
| 4. | Upper age limit for Direct Recruits  | : | N/A   |
| 5. | Educational qualifications required for Direct Recruits  | : | N/A   |
| 6. | Experience required for Direct Recruits  | : | N/A   |
| 7. | Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. | : | Age: Does not arise<br>EQ: Does not arise   |
| 8. | Method of recruitment  | : | By promotion from Safai Karamchari with 15 years service. They should possess working knowledge of Hindi. |
| 9. | (a) Composition of DPC   | : | X(iv)   |
|    | (b) Composition of Selection Committee   | : | X(iv)   |

**Sanctioned Strength: 50-8 = 42**

**(8 posts abolished vide O.O.Admin/1011/2018 dated 17.07.2018)**

**GENERAL CADRE**

**RECRUITMENT RULES FOR THE POST OF ASSISTANT**

1. Name of the post : Assistant
2. Scale of Pay : Rs. 27500-99000
3. Whether selection post or non selection post : Non-selection
4. Upper age limit for Direct Recruits : Not applicable
5. Educational qualifications required for Direct Recruits : Not applicable
6. Experience required for Direct Recruits : Not applicable
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Does Not arise
8. Method of recruitment : 100% by promotion from departmental candidates with 6 years service in ITPO as Jr. Assistant.
9. Composition of DPC : X(iv)

GENERAL CADRE

RECRUITMENT RULES FOR THE POST OF JUNIOR ASSISTANT

1. Name of the post : Jr. Assistant
2. Scale of Pay : Rs. 25000-85000
3. Whether selection post or non selection post : Non-Selection
4. Upper age limit for Direct Recruits : 27 years
5. Educational qualifications required for Direct Recruits : **Essential**
  1. Graduates
  2. Typing speed of 30 w.p.m. (English) or 25 w.p.m. (Hindi)**Desirable**

Knowledge of Computer Application.

**Amended vide O.M. dated 29.3.2010 w.e.f. 26.6.09****Essential:**
  - (i) Bachelor's Degree (at least with 2<sup>nd</sup> Division)
  - (ii) Typing speed of 30 w.p.m. (English) or 25 w.p.m. in (Hindi)
  - (iii) Knowledge of Computer applications**Amended vide O.M.Dated 6.7.2010 F.No.5-ITPO(2)/E.I./2006-Vol.I**

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)
6. Experience required for Direct Recruits : **Essential**

2 years experience as Typist in Government/ Public Sector/ reputed Private Sector organisations.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational Qualification - Relaxable to 10th class pass but with typing speed prescribed for direct recruits.
8. Method of recruitment :
  1. 20% by promotion from departmental candidates with 5 years regular service in Group "D".
  2. 80% by direct recruitment. Objective type written test on General Awareness, Numerical Ability, Reasoning ability and Elementary English/Hindi will be held by an outside expert who may be associated for paper setting/evaluation in addition to the typing test. Typing Test will be qualifying.**(Amended O.O. Admin/1015/2018 dtd. 17.07.2018)**
9. (a) Composition of DPC : X(iv)  
(b) Composition of Selection Committee : X(iv)



**Sanctioned Strength: 2**

**(2 DR posts of Jr. Assistant (GC) converted into Jr. Assistant (Hindi Translator)  
(O.O. Admin/223/2019 dated 07.03.2019)**

**GENERAL CADRE**

**RECRUITMENT RULES FOR THE POST OF JUNIOR ASSISTANT (HINDI TRANSLATOR)**

1. Name of the post : Jr. Assistant (Hindi Translator)
2. Scale of Pay : Rs. 25000-85000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 27 years
5. Educational qualifications required for Direct Recruits : **Essential**
  1. Bachelor's degree with Hindi and English as main subject
  2. Diploma Certificate course in translation from Hindi to English and vice-versa.
  3. Knowledge of Computer Applications
6. Experience required for Direct Recruits : **Desirable:**  
Experience in translation work from Hindi to English and vice-versa in Government/Public Sector/reputed Private Sector Organisations.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational Qualification - Yes
8. Method of recruitment : By direct recruitment. Written test on General Awareness, Numerical Ability, Reasoning ability. Topics related to translation from English to Hindi and vice-versa will be held by an outside expert, who may be associated for paper setting/evaluation.
9. (a) Composition of DPC : X(iv)  
(b) Composition of Selection Committee : X(iv)

## RECRUITMENT RULES FOR THE POST OF SECRETARY TO CHAIRMAN

1. Name of the post : Secretary to Chairman
2. Scale of Pay : Rs. 80000-220000
3. Whether selection post or non selection post : N/A
4. Upper age limit for Direct Recruits : N/A
5. Educational qualifications required for Direct Recruits : N/A
6. Experience required for Direct Recruits : N/A
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - N/A  
Educational - N/A  
Qualification
8. Method of recruitment : By deputation or by transfer of officials from the level of Managers promoted to that grade in General Cadre from the grade of PA  
**(The post will be co terminus with the tenure of CMD)**
9. Composition of Selection Committee : X(ii)

**(Amalgamation with Manager (GC) w.e.f. 24.04.2018 vide O.O. Admin/474/2018)**

## RECRUITMENT RULES FOR THE POST OF ADDITIONAL SECRETARY TO CMD

1. Name of the post : Addl. Secretary to CMD/
2. Scale of Pay : Rs. 60000-180000
3. Whether selection post or non selection post : N/A
4. Upper age limit for Direct Recruits : N/A
5. Educational qualifications required for Direct Recruits : N/A
6. Experience required for Direct Recruits : N/A
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - N/A  
Educational - N/A  
Qualification
8. Method of recruitment : By deputation or by transfer of officials from the level of DMs promoted to that grade in General Cadre from the grade of PA  
**(The post will be co terminus with the tenure of CMD )**
9. Composition of Selection Committee : X(iii)

GENERAL CADRE

RECRUITMENT RULES FOR THE POST OF PRIVATE SECRETARY

1. Name of the post : Private Secretary
2. Scale of Pay : Rs. 40000-140000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 30 years
5. Educational qualifications required for Direct Recruits : **Essential**  
1. Bachelor's Degree from a recognised University with sound Knowledge of English/Hindi.  
2. Shorthand Speed - 120/50 w.p.m.  
**Ammended vide O.M.Dated 6.7.2010 F.No.5-ITPO(2)/E.I./2006-Vol.I**  
Graduate  
  
**Desirable**  
1. Diploma in Secretarial Course/ Personnel Management/ Public Administration.  
2. Knowledge of Foreign Languages, other than English  
3. Knowledge of Computer Application..
6. Experience required for Direct Recruits : **Essential**  
3 Years experience as Private Secretary/Personal Assistant to Sr. Executive in Government/ Public Sector/ reputed Private Sector Organisation Or 8 Years combined experience as Sr. Steno/ Personal Assistant in Govt./ Public Sector/ reputed Private Sector concerns.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Yes  
Qualifications
8. Method of recruitment : 1. 66-2/3% by promotion from departmental candidates with 5 Yrs. service in ITPO as Personal Assistant.  
2. 33 1/3% by direct recruitment.
9. (a) Composition of DPC : X(iii)  
(b) Composition of Selection Committee : X(iii)

## GENERAL CADRE

## RECRUITMENT RULES FOR THE POST OF ASSISTANT MANAGER (SECRETARIAL)

- |    |  |   |   |
|----|--|---|---|
| 1. | Name of the post   | : | Assistant Manager (Secretarial)   |
| 2. | Scale of Pay   | : | Rs. 30000-120000  |
| 3. | Whether selection post<br>or non selection post  | : | Selection   |
| 4. | Upper age limit for Direct Recruits  | : | Not applicable  |
| 5. | Educational qualifications<br>required for Direct Recruits   | : | Not applicable  |
| 6. | Experience required for Direct Recruits  | : | Not applicable  |
| 7. | Whether age & Educational qualifications<br>prescribed for direct recruits will apply<br>in the case of promotees. | : | Not applicable  |
| 8. | Method of recruitment  | : | <p>1. By promotion from departmental candidates with 4 years service in ITPO as Sr.Steno failing which;</p> <p>2. By direct recruitment failing which;</p> <p>3. By deputation of officials working as Personal Assistant in Government/ Public Sector organisations.</p> |
| 9. | (a) Composition of DPC<br>(b) Composition of Selection Committee   | : | <p>X(iv)<br/>X(iv)</p>  |

**Sanctioned Strength: 33-6=27**

**(6 posts abolished w.e.f. 17.07.2018 vide O.O. Admin/1011/2018)**

GENERAL CADRE

RECRUITMENT RULES FOR THE POST OF SENIOR STENOGRAPHER

1. Name of the post : Sr. Stenographer
2. Scale of Pay : Rs. 29000-110000
3. Whether selection post or non selection post : Non-Selection
4. Upper age limit for Direct Recruits : Not applicable
5. Educational qualifications required for Direct Recruits : Not applicable
6. Experience required for Direct Recruits : Not applicable
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Not applicable
8. Method of recruitment :  
1. By. promotion from departmental candidates with 4 years service in ITPO as Jr. Stenographers.  
(a) 50% on the basis of Seniority-cum-fitness.  
(b) 50% on the basis of passing departmental test in English Shorthand/Typing Speed 120/50 w.p.m. or Hindi Shorthand Typing speed 80/40 w.p.m.
9. Composition of DPC : X(iv)

(13 posts abolished w.e.f. 17.07.2018 vide O.O. Admin/1011/2018)

GENERAL CADRE

RECRUITMENT RULES FOR THE POST OF JUNIOR STENOGRAPHER

1. Name of the post : Jr. Stenographer
2. Scale of Pay : Rs. 27500-99000
3. Whether selection post or non selection post : Not applicable
4. Upper age limit for Direct Recruits : 27 years
5. Educational qualifications required for Direct Recruits : **Essential**  
1. Bachelor's Degree from a recognised University.  
2. Shorthand/Typing speed 80/40 w.p.m.
6. Experience required for Direct Recruits : **Desirable**  
Experience as Steno-typist in reputed organisations.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Does not arise
8. Method of recruitment : By direct recruitment.
9. Composition of Selection Committee : X(iv)

Sanctioned Strength: 1-1=0  
(Post abolished)

GENERAL CADRE

RECRUITMENT RULES FOR THE POST OF SENIOR OFFICE MACHINE OPERATOR(FMO)

1. Name of the post : Senior Office Machine Operator(FMO)
2. Scale of Pay : Rs. 25000-85000
3. Whether selection post or non selection post : Non-Selection
4. Upper age limit for Direct Recruits : Not-applicable
5. Educational qualifications required for Direct Recruits : Not applicable
6. Experience required for Direct Recruits : Not applicable
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Not applicable
8. Method of recruitment : By promotion from departmental candidates with 3 years service in ITPO as Office Machine Operator failing which 5 years service in ITPO as Sr.Attendant failing which 10 years service in ITPO as Attendant/ equivalent in General Cadre.
9. (a) Composition of DPC : X(iv)  
(b) Composition of Selection Committee : X(iv)



**Sanctioned Strength: 1-1=0**  
**(Post abolished)**

GENERAL CADRE

RECRUITMENT RULES FOR THE POST OF OFFICE MACHINE OPERATOR(JGO)

1. Name of the post : Office Machine Operator(JGO)
2. Scale of Pay : Rs. 24000-75000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 28 years
5. Educational qualifications required for Direct Recruits : **Essential**  
10 th Class pass
6. Experience required for Direct Recruits : **Essential**  
2 years experience as Office Machine Operator in Government/ Public Sector / reputed Private Sector organisations.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Relaxable to  
Qualification 8th class pass
8. Method of recruitment : 1. By promotion from departmental candidates with 2 years service in ITPO as Sr.Attendant failing which 8 years service in ITPO as Attendant/ equivalent in General Cadre failing which;  
2. By direct recruitment.
9. (a) Composition of DPC : X(v)  
(b) Composition of Selection Committee : X(v)

**RECRUITMENT RULES FOR THE POST OF HEAD COOK**

1. Name of the post : Head Cook
2. Scale of Pay : Rs. 29000-110000
3. Whether selection post or non selection post : N/A
4. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age : No  
Educational Qualification: No
5. Method of recruitment : 100% by promotion from departmental candidates with 5 years service in ITPO as Senior Cook
6. Composition of DPC : X(iv)

**GENERAL CADRE**

**RECRUITMENT RULES FOR THE POST OF SENIOR COOK**

1. Name of the post : Senior Cook
2. Scale of Pay : Rs. 27500-99000
3. Whether selection post or non selection post : N/A
4. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age : No  
Educational Qualification: No
5. Method of recruitment : 100% by promotion from departmental candidates with 8 years service in ITPO as Cook
6. Composition of DPC : X(iv)

**RECRUITMENT RULES FOR THE POST OF COOK**

1. Name of the post : Cook
2. Scale of Pay : Rs. 25000-85000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 28 years
5. Educational qualifications required for Direct Recruits : (i) 10<sup>th</sup> Pass  
(ii) Training in Food Production, Hunar se Rozgar (6/8 weeks)
6. Experience required for Direct Recruits : Not applicable
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age : No  
Educational Qualification: No
8. Method of recruitment : (i) 70% by promotion by Departmental Candidate with five years service as Waiter/Helper  
(ii) 30% by Direct Recruitment  
**(No recruitment is to be made on this post)**
9. (a) Composition of DPC : Para X(iv) ) to the Preamble to Recruitment Rules  
(b) Composition of Selection Committee : Para X(iv) ) to the Preamble to Recruitment Rules

**RECRUITMENT RULES FOR THE POST OF WAITER/HELPER**

1. Name of the post : Waiter/Helper
2. Scale of Pay : Rs. 23500-71000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 27 years
5. Educational qualifications required for Direct Recruits : (i) 10<sup>th</sup> Pass  
(ii) Training in Food & Beverages services, Hunar Se Rozgar (6/8 weeks course to be completed).
6. Experience required for Direct Recruits : Not applicable
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Not Applicable
8. Method of recruitment : 100 % by Direct Recruitment.  
**(No recruitment is to be made on this post)**
9. Composition of Selection Committee : Para X(v) ) to the Preamble to Recruitment Rules

**Sanctioned Strength: 3**

GENERAL CADRE

RECRUITMENT RULES FOR THE POST OF SENIOR ATTENDANT

1. Name of the post : Sr.Attendant
2. Scale of Pay : Rs. 24000-75000
3. Whether selection post or non selection post : Non-Selection
4. Upper age limit for Direct Recruits : Not applicable
5. Educational qualifications required for Direct Recruits : Not applicable
6. Experience required for Direct Recruits : Not applicable
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Not applicable
8. Method of recruitment : By promotion from departmental candidates with 8 years service in ITPO as Attendant.
9. Composition of DPC : X(v)

**Sanctioned Strength: 99-22=77**

**(22 posts abolished w.e.f. 17.07.2018 vide O.O. Admin/1011/2018)**

**GENERAL CADRE**

**RECRUITMENT RULES FOR THE POST OF ATTENDANT**

1. Name of the post : Attendant/Stage Hand
2. Scale of Pay : Rs. 23500-71000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 27 years
5. Educational qualifications required for Direct Recruits : **Essential**  
10th Class pass  
**Stage Hand: 8<sup>th</sup> class passed**
6. Experience required for Direct Recruits : Not applicable
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : In the case of Transfer from Other Group "D" employee ability to read Hindi/English for those not possessing EQ.  
**Stage Hand: Not applicable**
8. Method of recruitment : 1. 25% by transfer from OTHER Group "D" employees with min. 5 years service in ITPO. Seniority will be reckoned from the date of transfer to Attendant.  
2. 75% - by direct recruitment.  
**Stage Hand: By Direct Recruitment**
9. (a) Composition of DPC : X(v)  
(b) Composition of Selection Committee : X(v)

**Sanctioned Strength: 50-8=42**

**(8 posts abolished w.e.f. 17.07.2018 vide O.O. Admin/1011/2018)**

GENERAL CADRE

RECRUITMENT RULES FOR THE POST OF SAFAIKARAMCHARI

1. Name of the post : Safaikaramchari
2. Scale of Pay : Rs. 23500-71000
3. Whether selection post or non selection post : N/A
4. Upper age limit for Direct Recruits : 28 years
5. Educational qualifications required for Direct Recruits : **Essential**  
5th Class pass
6. Experience required for Direct Recruits : Not applicable
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Does not arise
8. Method of recruitment : By direct recruitment
9. (a) Composition of DPC : X(v)  
(b) Composition of Selection Committee : X(v)



Sanctioned Strength: 5-2=3

(2 posts abolished w.e.f. 17.07.2018 vide O.O. Admin/1011/2018)

GENERAL CADRE

RECRUITMENT RULES FOR THE POST OF PACKER

1. Name of the post : Packer
2. Scale of Pay : Rs. 23500-71000
3. Whether selection post or non selection post : N/A
4. Upper age limit for Direct Recruits : 28 years
5. Educational qualifications required for Direct Recruits : **Essential**  
Middle Pass
6. Experience required for Direct Recruits : **Desirable**  
2 years experience as Packer
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Does not arise
8. Method of recruitment : By direct recruitment.
9. (a) Composition of DPC : X(v)  
(b) Composition of Selection Committee : X(v)

Sanctioned Strength: 1-1=0

(1 post abolished w.e.f. 17.07.2018 vide O.O. Admin/1011/2018)

GENERAL CADRE

RECRUITMENT RULES FOR THE POST OF AUTO ELECTRICIAN

1. Name of the post : Auto Electrician
2. Scale of Pay : Rs. 25000-85000
3. Whether selection post or non selection post : N/A
4. Upper age limit for Direct Recruits : 28 years
5. Educational qualifications required for Direct Recruits : **Essential**  
1. 8th Class pass  
2. Diploma/ Certificate in Auto Electricians course issued by ITI.  
3. Valid driving licence for light and heavy vehicles.
6. Experience required for Direct Recruits : **Essential**  
2 years experience as Auto Electrician in government/ Public Sector/ reputed Private Sector organisations.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Does not arise.
8. Method of recruitment : By direct recruitment.
9. (a) Composition of DPC : X(iv)  
(b) Composition of Selection Committee : X(iv)

Sanctioned Strength: 1-1=0

(1 post abolished w.e.f. 17.07.2018 vide O.O. Admin/1011/2018)

GENERAL CADRE

RECRUITMENT RULES FOR THE POST OF AUTO MECHANIC

1. Name of the post : Auto Mechanic
2. Scale of Pay : Rs. 25000-85000
3. Whether selection post or non selection post : N/A
4. Upper age limit for Direct Recruits : 28 years
5. Educational qualifications required for Direct Recruits : **Essential**  
1. 8th Class pass  
2. Diploma/ Certificate in Auto Mechanic course issued by ITI.  
3. Valid Driving Licence to drive light and heavy vehicles.
6. Experience required for Direct Recruits : **Essential**  
2 years experience as Auto Mechanic in government/ Public Sector/ reputed Private Sector organisations.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Does not arise.
8. Method of recruitment : By direct recruitment.
9. (a) Composition of DPC : X(iv)  
(b) Composition of Selection Committee : X(iv)

**Sanctioned Strength: 4-2=2**

**(2 posts abolished w.e.f. 17.07.2018 vide O.O. Admin/1011/2018)**

GENERAL CADRE

RECRUITMENT RULES FOR THE POST OF FARASH

1. Name of the post : Farash
2. Scale of Pay : Rs. 23500-71000
3. Whether selection post or non selection post : N/A
4. Upper age limit for Direct Recruits : 28 years
5. Educational qualifications required for Direct Recruits : **Essential**  
8th Class pass
6. Experience required for Direct Recruits : Not applicable
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Not applicable
8. Method of recruitment : By direct recruitment.
9. (a) Composition of DPC : X(v)  
(b) Composition of Selection Committee : X(v)

## FINANCE CADRE

## RECRUITMENT RULES FOR THE POST OF FINANCIAL ADVISER &amp; CHIEF ACCOUNTS OFFICER

1. Name of the post : Financial Adviser & Chief Accounts Officer.
2. Scale of Pay : Rs. 100000-260000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 50 years
5. Educational qualifications required for Direct Recruits : **Essential**  
Associate membership of the Institute of Cost and Works Accountants of India/ Institute of Chartered Accountants.  
**Desirable(Deleted vide O.M.Dt.29.3.10 w.e.f.26.6.09**  
Knowledge of foreign languages, other than English  
**Amended vide O.M. dated 29.3.2010 w.e.f. 26.6.09**  
**Essential:**  
(i) Associate membership of Institute of Cost and Works Accountants of India/Institute of Chartered Accountant  
(ii) Working knowledge of Computer applications
6. Experience required for Direct Recruits : **Essential**  
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.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Yes  
Qualifications
8. Method of recruitment : **Amended vide O.O.Admn./320/2002 dt.28.3.02**  
1. By promotion from departmental candidates with 5 years service in ITPO as DGM(Finance and Accounts) or 9 years service in ITPO as Sr.Manager (Finance & Accounts) failing which;  
**Amended vide O.M. dated 29.3.2010 w.e.f. 26.6.09**  
1. By promotion from departmental candidates with 5 years service n ITPO as DGM (Finance & Accounts)  
2. By deputation of officers with minimum qualifications and experience laid down for direct recruits in organisations of Government/ Public Sector failing which;  
3. By direct recruitment.
9. (a) Composition of DPC : X(i)(a)  
(b) Composition of Selection Committee : X(i)(a)

## FINANCE CADRE

## RECRUITMENT RULES FOR THE POST OF DEPUTY GENERAL MANAGER (FINANCE AND ACCOUNTS)

1. Name of the post : Deputy General Manager (Finance & Accounts)
2. Scale of Pay : Rs. 90000-240000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 45 years
5. Educational qualifications required for Direct Recruits : **Essential**  
 1. Associate membership of the Institute of cost and Works Accounts of India/ Institute of Chartered Accountants.  
 2. High degree of Computer Orientation with thorough knowledge of maintenance of accounts in their entirety in a computerised environment.  
**Amended vide O.M. dated 29.3.2010 w.e.f. 26.6.09**  
**Essential:**  
 (i) Associate membership of Institute of Cost and Works Accountants of India/Institute of Chartered Accountant  
 (ii) Working knowledge of Computer applications
6. Experience required for Direct Recruits : **Essential**  
 12 years managerial experience in Finance/ Accounts in Government/ Public Sector/ reputed Private Sector Organisations, preferably in the field of exhibitions.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
 Educational - Yes  
 Qualifications
8. Method of recruitment : **Amended vide O.O.Admn./320/2002 dt.28.3.02**  
 1. By promotion from departmental candidates with 5 years service in ITPO as Senior Manager (Finance & Accounts) failing which;  
 2. By deputation of officers, with minimum qualifications and experience laid down for direct recruits from organisations of Government/ Public Sector failing which;  
 3. By direct recruitment.
9. (a) Composition of DPC : X(i)(b)  
 (b) Composition of Selection Committee : X(i)(b)

**(Added Para 10 Vide O.O.No.Admn./603/91 dated 17.09.91)**

10. Notwithstanding any other provision in the Recruitment Rules or the schedules for posts in the Finance Cadre, the educational qualifications prescribed for promotes shall be relaxable to B.Com. IInd Division or SAS in the case of Officers in service as on 23.8.1991

## FINANCE CADRE

## RECRUITMENT RULES FOR THE POST OF SENIOR MANAGER (FINANCE &amp; ACCOUNTS)

1. Name of the post : Senior Manager (Finance & Accounts)
2. Scale of Pay : Rs. 80000-220000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 40 years
5. Educational qualifications required for Direct Recruits : **Essential**  
Associate membership of the Institute of cost and Works Accountants of India/ Institute of Chartered Accountants  
**Desirable (Deleted vide O.M.Dt.29.3.10 w.e.f.26.6.09**  
Knowledge of foreign languages, other than English.  
**Amended vide O.M. dated 29.3.2010 w.e.f. 26.6.09**  
**Essential:**  
(i) Associate membership of Institute of Cost and Works Accountants of India/Institute of Chartered Accountant  
(ii) Working knowledge of Computer applications
6. Experience required for Direct Recruits : **Essential**  
10 years managerial experience in Finance/ Accounts in Government/ Public Sector/ reputed Private Sector organisations, preferably in the field of exhibitions.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Relaxable to B.com.  
Qualifications (2nd Div.) or S.A.S.
8. Method of recruitment : **Amended vide O.O.Admn./320/2002 dt.28.3.02**  
1. By promotion from departmental candidates with 3 years' service in ITPO as Manager (Finance & Accounts) failing which;  
2. By deputation of officers with minimum qualifications and experience laid down for direct recruits in organisations of Government/ Public Sector failing which;  
3. By direct recruitment.
9. (a) Composition of DPC : X(ii)  
(b) Composition of Selection Committee : X(ii)

**(Added Para 10 Vide O.O.No.Admn./603/91 dated 17.09.91)**

10. Notwithstanding any other provision in the Recruitment Rules or the schedules for posts in the Finance Cadre, the educational qualifications prescribed for promotes shall be relaxable to B.Com. IInd Division or SAS in the case of Officers in service as on 23.8.1991

## FINANCE CADRE

## RECRUITMENT RULES FOR THE POST OF MANAGER (FINANCE &amp; ACCOUNTS)

1. Name of the post : Manager (Finance & Accounts)
2. Scale of Pay : Rs. 60000-180000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 35 years
5. Educational qualifications required for Direct Recruits : **Essential**  
Associate membership of the Institute of cost and Works Accountants of India/ Institute of Chartered Accountants  
**Desirable(Deleted vide O.M.Dt.29.3.10 w.e.f.26.6.09)**  
Knowledge of foreign languages, other than English.  
**Amended vide O.M. dated 29.3.2010 w.e.f. 26.6.09**  
**Essential:**  
(i) Associate membership of Institute of Cost and Works Accountants of India/Institute of Chartered Accountant  
(ii) Working knowledge of Computer applications
6. Experience required for Direct Recruits : **Essential**  
7 years managerial experience in Finance/ Accounts in Government/ Public Sector/ reputed Private Sector organisations, preferably in the field of exhibitions.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Relaxable to B.com.  
Qualifications (2nd Div.) or S.A.S.
8. Method of recruitment : **Amended vide O.O.Admn./320/2002 dt.28.3.02**  
1. By promotion from departmental candidates with 3 years service in ITPO as Dy. Manager (Finance & Accounts) failing which;  
2. By deputation of officers with minimum qualifications and experience laid down for direct recruits in organisations of Government/ Public Sector failing which;  
3. By direct recruitment.
9. (a) Composition of DPC : X(ii)  
(b) Composition of Selection Committee : X(ii)

**(Added Para 10 Vide O.O.No.Admn./603/91 dated 17.09.91)**

10. Notwithstanding any other provision in the Recruitment Rules or the schedules for posts in the Finance Cadre, the educational qualifications prescribed for promotes shall be relaxable to B.Com. IInd Division or SAS in the case of Officers in service as on 23.8.1991



## FINANCE CADRE

## RECRUITMENT RULES FOR THE POST OF DEPUTY MANAGER (FINANCE &amp; ACCOUNTS)

1. Name of the post : Deputy Manager \* (Finance & Accounts)
2. Scale of Pay : Rs. 40000-140000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 32 years
5. Educational qualifications required for Direct Recruits : **Essential qualification** \*\*  
 (i) Associate membership of the Institute of Chartered Accountants of India/Institute of Cost and Works Accountants of India; or  
 (ii) MBA (Finance) Major
- Desirable :**  
 Knowledge of Computer Applications in accounting practices.
6. Experience required for Direct Recruits : **Essential: \*\***  
 2 years relevant experience after passing above examination in Govt./PSU/reputed private sector organizations.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
 Educational qualification - Relaxable to B.Com. - (2nd Division).
8. Method of recruitment : 1. 50% by promotion from departmental candidates with 4 years service in ITPO as Assistant Manager (Finance & Accounts) failing which by deputation on a strictly repatriable basis of officials of the level of Accountant with 4 years experience in the grade in Finance/ Accounts organisation of Government/Public Sector.  
 2. 50% by direct recruitment.  
**(Amended vide O.O. 1015/2018 dtd. 17.07.2018)**
9. (a) Composition of DPC : X(iii)  
 (b) Composition of Selection Committee : X(iii)

**(Added Para 10 Vide O.O.No.Admn./603/91 dated 17.09.91)**

10. Notwithstanding any other provision in the Recruitment Rules or the schedules for posts in the Finance Cadre, the educational qualifications prescribed for promotes shall be relaxable to B.Com. IInd Division or SAS in the case of Officers in service as on 23.8.1991

**\*\* (Amended O.O.Admn/461/2013, dt.10.05.2013, F.No.4-ITPO(12)/E-I/2012, BOD-179<sup>th</sup> meeting, 23.04.13)**

\*Note: All direct recruitment posts through All India Advertisement **(Amended vide O.M.Dated 25.07.2011)**

## FINANCE CADRE

## RECRUITMENT RULES FOR THE POST OF ASSISTANT MANAGER (FINANCE &amp; ACCOUNTS)

1. Name of the post : Assistant Manager (Finance & Accounts)
2. Scale of Pay : Rs. 30000-120000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 30 years
5. Educational qualifications required for Direct Recruits : **Essential**  
 1. Intermediate in CA or ICWA or  
 2. Graduate with SAS or  
 3. M.com. (2nd Division) or  
 4. B.com. (Hons.) with 55% marks.  
**Desirable(Deleted vide O.M.Dt.29.3.10 w.e.f.26.6.09)**  
 1. Working knowledge of computer application.  
 2. Knowledge in foreign language other than English.  
**Ammended vide O.M. dated 29.3.2010 w.e.f. 26.6.09**  
**Essential:**  
 (i) Intermediate in CA or ICWA or  
 (ii) Graduate with SAS or  
 (iii) M.Com.(2<sup>nd</sup> Division) or  
 (iv) B.Com.(Hons) with 55% marks  
 (ii) Working knowledge of Computer applications
6. Experience required for Direct Recruits : 1. Experience not necessary for CA or ICWA qualified.  
 2. One year for Intermediate CA/ICWA in Govt./PSU/Pvt. Sector.  
 3. 3 years in Finance/ Accounts in Govt. / Public sector/ Pvt. Sector for M.com. (2nd Divn.) or for B.com. (Hons.) with 55% marks.  
 Note : Preference will be given for experience in Govt. PSUs.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
 Educational - Relaxable to B.Com.  
 Qualification - (2<sup>nd</sup> Division)
8. Method of recruitment : 1. 50% by promotion from departmental candidates with 4 years service in ITPO as Sr. Asstt. (Accts) failing which 6 years service in ITPO as Asstt.(Ac/s)  
 2. 50% by direct recruitment.  
**Ammended vide O.O.No.Admn./467B/2007 dt.11.4.07**  
 1. By promotion from departmental candidates with 4 years service in ITPO as Sr.Asstt.(Ac/s); failing with 6 years service in ITPO as Asstt.(Ac/s) failing which;  
 2. By direct recruitment; failing which  
 3. By deputation
9. (a) Composition of DPC : X(iv)  
 (b) Composition of Selection Committee : X(iv)

## FINANCE CADRE

## RECRUITMENT RULES FOR THE POST OF SENIOR ASSISTANT (ACCOUNTS)

1. Name of the post : Senior Assistant (Accounts)
2. Scale of Pay : Rs. 29000-110000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 28 years
5. Educational qualifications required for Direct Recruits : **Essential**  
B.com. (2nd Division) from a recognised University.  
**Desirable(Deleted vide O.M.Dt.29.3.10 w.e.f.26.6.09)**  
Knowledge of foreign languages, other than English.  
**Amended vide O.M. dated 29.3.2010 w.e.f. 26.6.09**  
**Essential:**  
(i) B.Com. (2<sup>nd</sup> Division)  
(ii) Working knowledge of Computer applications
6. Experience required for Direct Recruits : **Essential**  
3 years experience in Finance/ Accounts in Government/ Public Sector/ reputed Private Sector organisations, preferably in the field of exhibitions.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Yes  
Qualification
8. Method of recruitment : By promotion from departmental candidates with 3 years service in ITPO as Assistant (Accounts)
9. (a) Composition of DPC : X(iv)  
(b) Composition of Selection Committee : X(iv)

**Sanctioned Strength: 21-11=10**

**( posts abolished w.e.f. 17.07.2018 vide O.O. Admin/1011/2018)**

**FINANCE CADRE**

**RECRUITMENT RULES FOR THE POST OF ASSISTANT (ACCOUNTS)**

1. Name of the post : Assistant (Accounts)
2. Scale of Pay : Rs. 27500-99000
3. Whether selection post or non selection post : N/A
4. Upper age limit for Direct Recruits : 28 years
5. Educational qualifications required for Direct Recruits : **Essential**  
B.com. with 55% marks from a recognised University.  
**Desirable (Deleted vide O.M.Dt.29.3.10 w.e.f.26.6.09)**  
Working knowledge of computer  
**Ammended vide O.M. dated 29.3.2010 w.e.f. 26.6.09**  
**Essential:**  
(i) B.Com. (2<sup>nd</sup> Division)  
(ii) Working knowledge of Computer applications
6. Experience required for Direct Recruits : **Essential**  
2 years experience in Finance/  
Accounts in Government/ Public  
Sector/ reputed Private Sector  
Organisations.  
  
Note : Preference will be given for  
experience in Government/PSUs.
8. Method of recruitment : By direct recruitment.
9. (a) Composition of DPC : X(iv)  
(b) Composition of Selection Committee : X(iv)

## RECRUITMENT RULES FOR THE POST OF SENIOR TICKET SELLER-GRADE-I

1. Name of the post : Sr.Ticket Seller Grade-I
2. Scale of Pay : Rs. 29000-110000
3. Whether selection post or non selection post : Non-Selection
4. Upper age limit for Direct Recruits : N/A
5. Educational qualifications required for Direct Recruits : N/A
6. Experience required for Direct Recruits : N/A
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees :  
i. Age: Not Applicable  
ii. Educational Qualification: XII Pass
8. Method of recruitment : By promotion of Sr.Ticket Seller Grade-II with 6 years of regular service in the grade or 14 years of combined regular service as Ticket Seller and Sr.Ticket Seller Grade-II in ITPO.
9. Composition of Selection Committee : X(iv)

**(Post created/restructured vide O.O.NoAdmn./1217/2005 dated 12.9.2005)**

Sanctioned Strength:5-1=4  
**(1 post abolished w.e.f. 17.07.2018 vide O.O. Admin/1011/2018)**

**RECRUITMENT RULES FOR THE POST OF SENIOR TICKET SELLER-GRADE-II**

- |    |   |   |  |
|----|---|---|--|
| 1. | Name of the post  | : | Sr. Ticket Seller Grade-II   |
| 2. | Scale of Pay  | : | Rs. 27500-99000  |
| 3. | Whether selection post or non selection post  | : | Non-Selection  |
| 4. | Upper age limit for Direct Recruits   | : | N/A  |
| 5. | Educational qualifications required for Direct Recruits   | : | N/A  |
| 6. | Experience required for Direct Recruits   | : | N/A  |
| 7. | Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees | : | i. Age: Not Applicable<br>ii. Educational Qualification: XII Pass      |
| 8. | Method of recruitment   | : | By promotion of Ticket Seller with 8 years of regular service in ITPO. |
| 9. | Composition of Selection Committee  | : | X(iv)  |

Sanctioned Strength: 12-7=5  
(7 posts abolished w.e.f. 17.07.2018 vide O.O. Admin/1011/2018)

RECRUITMENT RULES FOR THE POST OF TICKET SELLER

1. Name of the post : Ticker Seller
2. Scale of Pay : Rs. 25000-85000
3. Whether selection post or non selection post : N/A
4. Upper age limit for Direct Recruits : 28 years
5. Educational qualifications required for Direct Recruits : **Essential:**  
1. 12<sup>th</sup> Class pass, Candidates possessing higher qualification would be preferred.  
2. Typing speed of 30 wpm (English) or 25 wpm (Hindi)
6. Experience required for Direct Recruits : **Essential:**  
2 years experience as LDC and equivalent in Govt./Public Sector/ reputed Private Sector Organisations.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees : Not Applicable
8. Method of recruitment : By direct recruitment.
9. Composition of Selection Committee : X(iv)

## DESIGN CADRE

## RECRUITMENT RULES FOR THE POST OF GENERAL MANAGER (DESIGN)

1. Name of the post : General Manager (Design)
2. Scale of Pay : Rs. 100000-260000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 50 years
5. Educational qualifications required for Direct Recruits : **Essential**  
Degree/Diploma in Commercial/Fine Arts from a recognised University/ Institution.  
  
**Desirable**  
1. Specialised Training in India or abroad in Design/Display and Graphics.  
2. Knowledge of foreign languages, other than English.
6. Experience required for Direct Recruits : **Essential**  
15 years managerial experience in Design/Display and Graphics in Government/Public Sector/ reputed Private Sector organisations, preferably in the field of exhibition. Out of 15 years, at least 5 years experience should have been as Head of Division.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Yes  
Qualifications
8. Method of recruitment : 1. By promotion from departmental candidates with 3 years service in ITPO as Dy. General Manager (Design) failing which;  
  
2. By direct recruitment.
9. (a) Composition of DPC : X(i)(a)  
(b) Composition of Selection Committee : X(i)(a)



**Sanctioned Strength: 1-1 VRS (Nil)+1=1  
(1 post of DGM(TDC) diverted to DGM(D&D)  
vide O.O. Admin/1014/2018 dated 17.07.2018)**

DESIGN CADRE

RECRUITMENT RULES FOR THE POST OF DEPUTY GENERAL MANAGER (DESIGN)

1. Name of the post : Deputy General Manager (Design)
2. Scale of Pay : Rs. 90000-240000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 45 years
5. Educational qualifications required for Direct Recruits : **Essential**  
Degree/Diploma in Commercial/Fine Arts from a recognised University/ Institution.  
  
**Desirable**
  1. Specialised Training in India or abroad in Design/Display and Graphics.
  2. Knowledge of foreign languages, other than English.
6. Experience required for Direct Recruits : **Essential**  
12 years managerial experience in Design/Display and Graphics in Government/Public Sector/ reputed Private Sector organisations, preferably in the field of exhibition.  
  
**Desirable**
  1. Experience of independently managing a design studio.
  2. Experience of supervising display at exhibitions.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Yes  
Qualifications
8. Method of recruitment : **Amended vide O.O.Admn./320/2002 dt.28.3.02**  
By promotion from departmental candidate with 3 years service in ITPO as Sr. Manager (Design)
9. (a) Composition of DPC : X(i)(b)  
(b) Composition of Selection Committee : X(i)(b)

## DESIGN CADRE

## RECRUITMENT RULES FOR THE POST OF SENIOR MANAGER (DESIGN)

1. Name of the post : Senior Manager (Design)
2. Scale of Pay : Rs. 80000-220000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 40 years
5. Educational qualifications required for Direct Recruits : **Essential**  
Degree/Diploma in Commercial/Fine Arts from a recognised University/ Institution.  
  
**Desirable**  
1. Specialised Training in India or abroad in Design/ Display and Graphics.  
  
2. Knowledge of foreign languages, other than English.
6. Experience required for Direct Recruits : **Essential**  
10 years managerial experience in Design/Display and Graphics in Government/ Public Sector/ reputed Private Sector organisations, preferably in the field of exhibitions.  
  
**Desirable**  
1. Experience of independently managing a design studio.  
2. Experience of supervising display at Exhibitions.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Yes  
Qualification
8. Method of recruitment : **Amended vide O.O.Admn./320/2002 dt.28.3.02**  
**Amended vide O.O.Admn./759/2016 dt.18.10.16**  
1. By promotion from departmental candidates with 3 years service in ITPO as Manager (Design) failing which;  
2. By deputation failing which;  
3. By direct recruitment.  
**Amended vide O.O.Admn./1015/2018 dt.17.07.18**
9. (a) Composition of DPC : X(ii)  
(b) Composition of Selection Committee : X(ii)

## DESIGN CADRE

## RECRUITMENT RULES FOR THE POST OF MANAGER (DESIGN)

1. Name of the post : Manager (Design)
2. Scale of Pay : Rs. 60000-180000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 35 years
5. Educational qualifications required for Direct Recruits : **Essential**  
Degree/Diploma in Commercial/Fine Arts from a recognised University/Institution.  
  
**Desirable**  
1. Specialised Training in India or abroad in Design/ Display and Graphics.  
2. Knowledge of foreign languages, other than English.
6. Experience required for Direct Recruits : **Essential**  
7 years managerial experience in Design/Display and Graphics in Government/ Public Sector/ reputed Private Sector organisations, preferably in the field of exhibitions.  
  
**Desirable**  
1. Experience of independently managing a design studio.  
2. Experience of supervising display at exhibitions.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Yes  
Qualification
8. Method of recruitment : **Amended vide O.O.Admn./320/2002 dt.28.3.02**  
**Amended vide O.O.Admn./759/2016 dt.18.10.16**  
1. By promotion from departmental candidates with 3 years' service in ITPO as Deputy Manager (Design) failing which;  
2. By deputation failing which;  
3. By direct recruitment.  
**Amended vide O.O.Admn./1015/2018 dt.17.07.18**
9. (a) Composition of DPC : X(ii)  
(b) Composition of Selection Committee : X(ii)

DESIGN CADRE

RECRUITMENT RULES FOR THE POST OF DEPUTY MANAGER (DESIGN)

1. Name of the post : Deputy Manager (Design)
2. Scale of Pay : Rs. 40000-140000
3. Whether selection post or non-selection post : Selection
4. Upper age limit for Direct Recruits : 30 years
5. Educational qualifications required for Direct Recruits : **\*Essential qualification**  
 i) Bachelors Degree in Commercial/Fine Arts From a recognized university/ Institution with 55% marks.  
 ii) Knowledge of Computer Applications in the field of Design, Display & Graphics etc.  
**Desirable :**  
 i) Specialised Training in India or abroad in design/display and graphics.  
 ii) Knowledge of foreign languages other than English.
6. Experience required for Direct Recruits : **\*Desirable:**  
 2 years experience in design/display and graphics in Govt. Public Sector/ reputed Private Sector organisations, preferably in the field of exhibitions.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
 Educational Qualification  
**Essential**  
 Degree/Diploma in Commercial/Fine Arts from a recognised University/ Institution.  
**Desirable**  
 1. Specialised training in India or abroad in Design/Display and Graphics.  
 2. Knowledge of foreign languages, other than English.
8. Method of recruitment : 1. 50% by promotion from departmental candidates with 4 years service in ITPO as Assistant Manager (D&D), failing which from departmental candidates with 8 years service as Artist, failing which by deputation on a strictly repatriable basis of officers of the level of Senior Artist with minimum experience laid down for direct recruits in organisations of Govt./ Public Sector.  
 2. 50% by DR.
9. (a) Composition of DPC : X(iii)  
 (b) Composition of Selection Committee : X(iii)

\*Note: All direct recruitment posts through All India Advertisement (**Amended vide O.M.Dated 25.07.2011**)

## DESIGN CADRE

## RECRUITMENT RULES FOR THE POST OF ASSISTANT MANAGER (DESIGN &amp; DISPLAY)

1. Name of the post : Assistant Manager (Design & Display)
2. Scale of Pay : Rs.30000-120000
3. Whether selection post or non selection post : Non-Selection
4. Upper age limit for Direct Recruits : 30 years
5. Educational qualifications required for Direct Recruits : **Essential**  
Degree/Diploma in Commercial/Fine Arts from a recognised University/ Institution.  
  
**Desirable**  
Knowledge of foreign languages, other than English.
6. Experience required for Direct Recruits : Not applicable
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Yes  
Qualification
8. Method of recruitment : By promotion from departmental candidates with 4 years service in ITPO as Artist.
9. (a) Composition of DPC : X(iv)  
(b) Composition of Selection Committee : X(iv)

## DESIGN CADRE

## RECRUITMENT RULES FOR THE POST OF SENIOR ARTIST (PHOTO)

1. Name of the post : Senior Artist (Photo)
2. Scale of Pay : Rs. 30000-120000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 30 years
5. Educational qualifications required for Direct Recruits : **Essential**  
Degree/Diploma in Commercial/Fine Arts with photography as elective subject from a recognised University/Institution.  
  
Knowledge of foreign languages, other than English.
6. Experience required for Direct Recruits : Not applicable
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Yes  
Qualification
8. Method of recruitment : By promotion from departmental candidates with 4 years service in ITPO as Artist.
9. (a) Composition of DPC : X(iv)  
(b) Composition of Selection Committee : X(iv)

Sanctioned Strength: 2-2=0

(2 posts abolished w.e.f. 17.07.2018 vide O.O. Admin/1011/2018)

DESIGN CADRE

RECRUITMENT RULES FOR THE POST OF ARTIST

1. Name of the post : Artist
2. Scale of Pay : Rs. 29000-110000
3. Whether selection post or non selection post : N/A
4. Upper age limit for Direct Recruits : 28 years
5. Educational qualifications required for Direct Recruits : **Essential**  
Degree/Diploma in Commercial/Fine Arts from a recognised University/ Institution.  
**Desirable**  
Knowledge of foreign languages, other than English.
6. Experience required for Direct Recruits : **Desirable**  
Experience in Design/ Display and Graphics, preferably in the field of exhibitions.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Does not arise.
8. Method of recruitment : By direct recruitment.
9. (a) Composition of DPC : X(iv)  
(b) Composition of Selection Committee : X(iv)

Sanctioned Strength: 1-1=0

(1 post abolished w.e.f. 17.07.2018 vide O.O. Admin/1011/2018)

DESIGN CADRE

RECRUITMENT RULES FOR THE POST OF ARTIST (PHOTO)

1. Name of the post : Artist (Photo)
2. Scale of Pay : Rs. 29000-110000
3. Whether selection post or non selection post : N/A
4. Upper age limit for Direct Recruits : 28 years
5. Educational qualifications required for Direct Recruits : **Essential**  
Degree/ Diploma in Commercial / Fine Arts with Photography as elective subject from a recognised University/ Institution.  
  
**Desirable**  
Knowledge of foreign languages, other than English.
6. Experience required for Direct Recruits : **Desirable**  
Experience in Design/ Display and Graphics, preferably in the field of exhibitions.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : N/A
8. Method of recruitment : By direct recruitment.
9. (a) Composition of DPC : X(iv)  
(b) Composition of Selection Committee : X(iv)



## WORKS CADRE

## RECRUITMENT RULES FOR THE POST OF GENERAL MANAGER (WORKS)

1. Name of the post : General Manager (Works)
2. Scale of Pay : Rs. 100000-260000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 50 years
5. Educational qualifications required for Direct Recruits : **Essential**  
Degree in Civil engineering from a recognised University/ Institution.  
  
**Desirable**  
Knowledge of foreign languages, other than English.
6. Experience required for Direct Recruits : **Essential**  
18 years managerial experience in Civil engineering in government/ Public Sector/ reputed Private Sector organisations, preferably in the field of exhibitions. Out of the 18 years, at least 5 years experience should have been as Head of Division.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Yes  
Qualifications
8. Method of recruitment : 1. By promotion from departmental candidates with 5 years service in ITPO as Deputy General Manager (Works) failing which;  
2. By deputation of officers holding post of the level of Superintending Engineering (Civil) with minimum experience laid down for direct recruits in Engineering organisations of Government/ Public Sector failing which;  
3. By direct recruitment.
9. (a) Composition of DPC : X(i)(a)  
(b) Composition of Selection Committee : X(i)(a)

Sanctioned Strength: 1  
**(1 post of DGM(TDC) diverted to DGM(Works)  
vide O.O. Admin/1013/2018 dated 17.07.2018)**

WORKS CADRE

RECRUITMENT RULES FOR THE POST OF DEPUTY GENERAL MANAGER (WORKS)

1. Name of the post : Deputy General Manager (Works)
2. Scale of Pay : Rs. 90000-240000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 45 years
5. Educational qualifications required for Direct Recruits : **Essential**  
Degree in Civil engineering from a recognised University/ Institution.  
  
**Desirable**  
Knowledge of foreign languages, other than English.
6. Experience required for Direct Recruits : **Essential**  
15 years managerial experience in Civil engineering in government/ Public Sector/ reputed Private Sector organisations, preferably in the field of exhibitions.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Yes  
Qualifications
8. Method of recruitment : **Amended vide O.O.Admn./320/2002 dt.28.3.02**  
**Amended vide O.O.Admn./759/2016 dt.18.10.16**  
1. By promotion from departmental candidates with 3 years service in ITPO as Senior Manager (Civil) failing which;  
2. By deputation of officers holding post of the level of Superintending Engineering (Civil) with minimum experience laid down for direct recruits in Engineering organisations of Government/ Public Sector failing which;  
3. By direct recruitment.
9. (a) Composition of DPC : X(i)(b)  
(b) Composition of Selection Committee : X(i)(b)

## WORKS CADRE

## RECRUITMENT RULES FOR THE POST OF SENIOR MANAGER (CIVIL)

- |  |  |   |  |                        |       |  |                |                |                                  |
|--|--|---|--|------------------------|-------|--|----------------|----------------|----------------------------------|
| 1.                                     | Name of the post   | : | Senior Manager (Civil)   |                        |       |  |                |                |                                  |
| 2.                                     | Scale of Pay   | : | Rs. 80000-220000   |                        |       |  |                |                |                                  |
| 3.                                     | Whether selection post<br>or non selection post  | : | Selection  |                        |       |  |                |                |                                  |
| 4.                                     | Upper age limit for Direct Recruits  | : | 40 years   |                        |       |  |                |                |                                  |
| 5.                                     | Educational qualifications<br>required for Direct Recruits   | : | <p><b><u>Essential</u></b><br/>Degree in Civil engineering from a<br/>recognised University/ Institution.</p> <p><b><u>Desirable</u></b><br/>Knowledge of foreign languages,<br/>other than English.</p>   |                        |       |  |                |                |                                  |
| 6.                                     | Experience required for Direct Recruits  | : | <p><b><u>Essential</u></b><br/>12 years managerial experience in<br/>Civil engineering in government/<br/>Public Sector/ reputed Private Sector<br/>organisations, preferably in the field<br/>of exhibitions.</p>   |                        |       |  |                |                |                                  |
| 7.                                     | Whether age & Educational qualifications<br>prescribed for direct recruits will apply<br>in the case of promotees. | : | <table border="0"> <tr> <td style="padding-right: 20px;">Age</td> <td>- No</td> </tr> <tr> <td>Educational</td> <td>- Relaxable to</td> </tr> <tr> <td>Qualifications</td> <td>Diploma in Civil<br/>Engineering.</td> </tr> </table>   | Age                    | - No  | Educational                            | - Relaxable to | Qualifications | Diploma in Civil<br>Engineering. |
| Age                                    | - No   |   |  |                        |       |  |                |                |                                  |
| Educational                            | - Relaxable to   |   |  |                        |       |  |                |                |                                  |
| Qualifications                         | Diploma in Civil<br>Engineering.   |   |  |                        |       |  |                |                |                                  |
| 8.                                     | Method of recruitment  | : | <p><b>Amended vide O.O.Admn./320/2002 dt.28.3.02</b></p> <p>1. By promotion from departmental<br/>candidates with 3 years' service in<br/>ITPO as Manager (Civil)<br/>failing which;</p> <p>2. By deputation of officers holding<br/>post of the level of Executive<br/>Engineer (Civil) with minimum<br/>experience laid down for direct<br/>recruits in Engineering organisations<br/>of Government/ Public Sector failing<br/>which;</p> <p>3. By direct recruitment.</p> |                        |       |  |                |                |                                  |
| 9.                                     | (a) Composition of DPC<br>(b) Composition of Selection Committee   | : | <table border="0"> <tr> <td style="padding-right: 20px;">(a) Composition of DPC</td> <td>X(ii)</td> </tr> <tr> <td>(b) Composition of Selection Committee</td> <td>X(ii)</td> </tr> </table>   | (a) Composition of DPC | X(ii) | (b) Composition of Selection Committee | X(ii)          |                |                                  |
| (a) Composition of DPC                 | X(ii)  |   |  |                        |       |  |                |                |                                  |
| (b) Composition of Selection Committee | X(ii)  |   |  |                        |       |  |                |                |                                  |

## WORKS CADRE

## RECRUITMENT RULES FOR THE POST OF MANAGER (CIVIL)

- |  |  |   |  |                        |       |  |                |                |                                 |
|--|--|---|--|------------------------|-------|--|----------------|----------------|---------------------------------|
| 1.                                     | Name of the post   | : | Manager (Civil)  |                        |       |  |                |                |                                 |
| 2.                                     | Scale of Pay   | : | Rs. 60000-180000   |                        |       |  |                |                |                                 |
| 3.                                     | Whether selection post<br>or non selection post  | : | Selection  |                        |       |  |                |                |                                 |
| 4.                                     | Upper age limit for Direct Recruits  | : | 35 years   |                        |       |  |                |                |                                 |
| 5.                                     | Educational qualifications<br>required for Direct Recruits   | : | <p><b><u>Essential</u></b><br/>Degree in Civil engineering from a<br/>recognised University/ Institution.</p> <p><b><u>Desirable</u></b><br/>Knowledge of foreign languages,<br/>other than English.</p>   |                        |       |  |                |                |                                 |
| 6.                                     | Experience required for Direct Recruits  | : | <p><b><u>Essential</u></b><br/>10 years managerial experience in<br/>Civil engineering in government/<br/>Public Sector/ reputed Private Sector<br/>organisations, preferably in the field<br/>of exhibitions.</p>   |                        |       |  |                |                |                                 |
| 7.                                     | Whether age & Educational qualifications<br>prescribed for direct recruits will apply<br>in the case of promotees. | : | <table border="0"> <tr> <td style="padding-right: 20px;">Age</td> <td>- No</td> </tr> <tr> <td>Educational</td> <td>- Relaxable to</td> </tr> <tr> <td>Qualifications</td> <td>Diploma in Civil<br/>Engineering</td> </tr> </table>  | Age                    | - No  | Educational                            | - Relaxable to | Qualifications | Diploma in Civil<br>Engineering |
| Age                                    | - No   |   |  |                        |       |  |                |                |                                 |
| Educational                            | - Relaxable to   |   |  |                        |       |  |                |                |                                 |
| Qualifications                         | Diploma in Civil<br>Engineering  |   |  |                        |       |  |                |                |                                 |
| 8.                                     | Method of recruitment  | : | <p><b>Amended vide O.O.Admn./320/2002 dt.28.3.02</b></p> <p>1. By promotion from departmental<br/>candidates with 3 years service in<br/>ITPO as Deputy Manager (Civil)<br/>failing which;</p> <p>2. By deputation of officers holding<br/>post of the level of Assistant<br/>Engineer (Civil) with minimum<br/>experience laid down for direct<br/>recruits in Engineering organisations<br/>of Government/ Public Sector failing<br/>which;</p> <p>3. By direct recruitment.</p> |                        |       |  |                |                |                                 |
| 9.                                     | (a) Composition of DPC<br>(b) Composition of Selection Committee   | : | <table border="0"> <tr> <td style="padding-right: 20px;">(a) Composition of DPC</td> <td>X(ii)</td> </tr> <tr> <td>(b) Composition of Selection Committee</td> <td>X(ii)</td> </tr> </table>   | (a) Composition of DPC | X(ii) | (b) Composition of Selection Committee | X(ii)          |                |                                 |
| (a) Composition of DPC                 | X(ii)  |   |  |                        |       |  |                |                |                                 |
| (b) Composition of Selection Committee | X(ii)  |   |  |                        |       |  |                |                |                                 |

**RECRUITMENT RULES FOR THE POST OF DEPUTY MANAGER (CIVIL)**

1. Name of the post : Deputy Manager (Civil)
2. Scale of Pay : Rs. 40000-140000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 30 years
5. Educational qualifications required for Direct Recruits : **\*Essential qualification:**  
Bachelor's Degree in Civil engineering from a recognised University/ Institution with 55% marks.  
**Desirable :**  
i) Knowledge of relevant Computer Applications.  
ii) Knowledge of foreign languages, other than English.
6. Experience required for Direct Recruits : **\*Desirable:**  
2 years experience in Civil engineering in government/ Public Sector/ reputed Private Sector organisations, preferably in the field of exhibitions.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Relaxable to  
Qualifications Diploma in Civil Engineering.
8. Method of recruitment : 1. 50% by promotion from departmental candidates with 4 years service in ITPO as Executive (Civil), failing which from departmental candidates with 6 years service in ITPO as Sr.Assistant (Civil) failing which by deputation on a strictly repatriable basis of officers of the level of Jr.Engineer (Civil) with minimum experience laid down for direct recruits in engineering organisations of Government/ Public Sector.  
  
2. 50% - by direct recruitment.  
**(Amended vide O.O.1015/2018 dtd.17.07.2018)**
9. (a) Composition of DPC : X(iii)  
(b) Composition of Selection Committee : X(iii)

\*Note: All direct recruitment posts through All India Advertisement **(Amended vide O.M. dated 25.07.2011)**

## WORKS CADRE

## RECRUITMENT RULES FOR THE POST OF EXECUTIVE (ENGG.)(CIVIL)

1. Name of the post : Executive (Engg.)
2. Scale of Pay : Rs. 30000-120000
3. Whether selection post or non selection post : Non-Selection
4. Upper age limit for Direct Recruits : 30 years
5. Educational qualifications required for Direct Recruits : **Essential**  
Degree/Diploma in Civil Engineering from a recognised University/ Institution.  
  
**Desirable**  
Knowledge of foreign languages, other than English.
6. Experience required for Direct Recruits : **Essential**  
Experience of construction and maintenance of permanent structures in Civil Engineering in government/ Public Sector/ reputed Private Sector organisations, preferably in the field of exhibitions - 3 years for Graduate or 4 years for Diploma holders.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Yes  
Qualifications
8. Method of recruitment : 1. By promotion from departmental candidates with 4 years service in ITPO as Senior Assistant (Civil) failing which;  
2. By direct recruitment failing which  
3. By deputation of officers of the level of Junior Engineer (Civil) with minimum experience laid down for direct recruits in Engineering organisations of Government/ Public Sector.
9. (a) Composition of DPC : X(iv)  
(b) Composition of Selection Committee : X(iv)

## WORKS CADRE

## RECRUITMENT RULES FOR THE POST OF SENIOR ASSISTANT (CIVIL)

1. Name of the post : Senior Assistant (Civil)
2. Scale of Pay : Rs. 29000-110000
3. Whether selection post or non selection post : N/A
4. Upper age limit for Direct Recruits : 28 years
5. Educational qualifications required for Direct Recruits : **Essential**  
Degree/Diploma in Civil Engineering from a recognised University/ Institution.  
  
**Desirable**  
Knowledge of foreign languages, other than English.
6. Experience required for Direct Recruits : **Essential for diploma holders only**  
1 year experience of construction and maintenance of permanent structures in Civil Engineering in Government/ Public Sector/ reputed Private Sector organisations, preferably in the field of exhibitions.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Does not arise.
8. Method of recruitment : 1. By direct recruitment failing which  
  
2. By deputation of officers of the level of Jr.Engineer (Civil) with minimum experience laid down for direct recruits in Engineering organisations of Government/ Public Sector.
9. (a) Composition of DPC : X(iv)  
(b) Composition of Selection Committee : X(iv)

## WORKS CADRE

## RECRUITMENT RULES FOR THE POST OF SENIOR MANAGER (ELECTRICAL)

- |                |  |   |  |       |       |             |                |                |                                       |
|----------------|--|---|--|-------|-------|-------------|----------------|----------------|---------------------------------------|
| 1.             | Name of the post   | : | Senior Manager (Electrical)  |       |       |             |                |                |                                       |
| 2.             | Scale of Pay   | : | Rs. 80000-220000   |       |       |             |                |                |                                       |
| 3.             | Whether selection post<br>or non selection post  | : | Selection  |       |       |             |                |                |                                       |
| 4.             | Upper age limit for Direct Recruits  | : | 40 years   |       |       |             |                |                |                                       |
| 5.             | Educational qualifications<br>required for Direct Recruits   | : | <p><b><u>Essential</u></b><br/>Degree in Electrical Engineering from<br/>a recognised University/ Institution.</p> <p><b><u>Desirable</u></b><br/>Knowledge of foreign languages,<br/>other than English.</p>  |       |       |             |                |                |                                       |
| 6.             | Experience required for Direct Recruits  | : | <p><b><u>Essential</u></b><br/>12 years experience in Electrical<br/>Engineering in Government/ Public<br/>Sector/ reputed Private Sector<br/>organisations, preferably in the field<br/>of exhibitions.</p>   |       |       |             |                |                |                                       |
| 7.             | Whether age & Educational qualifications<br>prescribed for direct recruits will apply<br>in the case of promotees. | : | <table border="0"> <tr> <td style="padding-right: 20px;">Age</td> <td>- No</td> </tr> <tr> <td>Educational</td> <td>- Relaxable to</td> </tr> <tr> <td>Qualifications</td> <td>Diploma in Electrical<br/>Engineering.</td> </tr> </table>  | Age   | - No  | Educational | - Relaxable to | Qualifications | Diploma in Electrical<br>Engineering. |
| Age            | - No   |   |  |       |       |             |                |                |                                       |
| Educational    | - Relaxable to   |   |  |       |       |             |                |                |                                       |
| Qualifications | Diploma in Electrical<br>Engineering.  |   |  |       |       |             |                |                |                                       |
| 8.             | Method of recruitment  | : | <p><b>Amended vide O.O.Admn./320/2002 dt.28.3.02</b><br/><b>Amended vide O.O.Admn./759/2016 dt.18.10.16</b></p> <p>1. By promotion from departmental<br/>candidates with 3 years service in<br/>ITPO as Manager (Electrical) failing which;<br/>2. By deputation of officers holding<br/>post of the level of Executive<br/>Engineer (Electrical) with minimum<br/>experience laid down for direct<br/>recruits in Engineering organisations<br/>of Government/ Public Sector failing<br/>which;<br/>3. By direct recruitment.</p> |       |       |             |                |                |                                       |
| 9.             | (a) Composition of DPC<br>(b) Composition of Selection Committee   | : | <table border="0"> <tr> <td style="padding-right: 20px;">X(ii)</td> </tr> <tr> <td>X(ii)</td> </tr> </table>   | X(ii) | X(ii) |             |                |                |                                       |
| X(ii)          |  |   |  |       |       |             |                |                |                                       |
| X(ii)          |  |   |  |       |       |             |                |                |                                       |



## WORKS CADRE

## RECRUITMENT RULES FOR THE POST OF MANAGER (ELECTRICAL)

1. Name of the post : Manager (Electrical)
2. Scale of Pay : Rs. 60000-180000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 35 years
5. Educational qualifications required for Direct Recruits : **Essential**  
Degree in Electrical Engineering from a recognised University/ Institution.  
  
**Desirable**  
Knowledge of foreign languages, other than English.
6. Experience required for Direct Recruits : **Essential**  
10 years experience in Electrical Engineering in Government/ Public Sector/ reputed Private Sector organisations, preferably in the field of exhibitions.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Relaxable to  
Qualifications Diploma in Electrical Engineering.
8. Method of recruitment : **Amended vide O.O.Admn./320/2002 dt.28.3.02**  
1. By promotion from departmental candidates with 3 years' service in ITPO as Deputy Manager (Electrical) failing which;  
2. By deputation of officers holding post of the level of Asstt. Engineer (Electrical) with minimum experience laid down for direct recruits in Engineering organisations of Government/ Public Sector failing which;  
3. By direct recruitment.
9. (a) Composition of DPC : X(ii)  
(b) Composition of Selection Committee : X(ii)

WORKS CADRE

RECRUITMENT RULES FOR THE POST OF DEPUTY MANAGER (ELECTRICAL)

1. Name of the post : Deputy Manager (Electrical)
2. Scale of Pay : Rs. 40000-140000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 30 years
5. Educational qualifications required for Direct Recruits : **\*Essential qualification:**  
Bachelor's Degree in Electrical Engineering from a recognised University/ Institution with 55% marks.  
**Desirable :**  
i) Knowledge of relevant Computer Applications.  
ii) Knowledge of foreign languages, other than English.
6. Experience required for Direct Recruits : **\*Desirable:-**  
2 years experience in Electrical Engineering in Government/ Public Sector/ reputed Private Sector organisations, preferably in the field of exhibitions.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Relaxable to  
Qualifications Diploma in Electrical Engineering.
8. Method of recruitment : 1. 50% - by promotion from departmental candidates with 3 years service in ITPO as Executive (Electrical) failing which from departmental candidates with 6 years service in ITPO as Senior Assistant (Electrical) failing which by deputation on a strictly repatriable basis of officers of the level of Jr. Engineer (Electrical) with minimum experience laid down for direct recruits in engineering organisations of Government/ Public Sector.  
  
2. 50% - by recruitment.  
  
**(Amended vide O.O.1015/2018 dtd.17.07.2018)**
9. (a) Composition of DPC : X(iii)  
(b) Composition of Selection Committee : X(iii)

\*Note: All direct recruitment posts through All India Advertisement (Amended vide O.M.Dated 25.07.2011)

RECRUITMENT RULES FOR THE POST OF EXECUTIVE (ENGG.)(ELECTRICAL)

1. Name of the post : Executive (Engg.)(Elec.)
2. Scale of Pay : Rs. 30000-120000
3. Whether selection post or non selection post : Non-Selection
4. Upper age limit for Direct Recruits : 30 years
5. Educational qualifications required for Direct Recruits : **Essential**  
Degree/Diploma in Electrical Engineering from a recognised University/ Institution.  
  
**Desirable**  
Knowledge of foreign languages, other than English.
6. Experience required for Direct Recruits : **Essential**  
Experience of construction and maintenance of permanent structures in Electrical Engineering in government/ Public Sector/ reputed Private Sector organisations, preferably in the field of exhibitions 3 years for Graduates or 4 years for diploma holders.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Yes  
Qualifications
8. Method of recruitment : 1. By promotion from departmental candidates with 4 years service in ITPO as Sr. Assistant (Electrical) failing which;  
2. By direct recruitment failing which;  
3. By deputation of officers of the level of Junior Engineer (Electrical) with minimum experience laid down for direct recruits in Engineering organisations of Government/ Public Sector.
9. (a) Composition of DPC : X(iv)  
(b) Composition of Selection Committee : X(iv)

## WORKS CADRE

## RECRUITMENT RULES FOR THE POST OF SENIOR ASSISTANT (ELECTRICAL)

- |    |  |   |  |
|----|--|---|--|
| 1. | Name of the post   | : | Sr. Assistant (Electrical)   |
| 2. | Scale of Pay   | : | Rs. 29000-110000   |
| 3. | Whether selection post<br>or non selection post  | : | N/A  |
| 4. | Upper age limit for Direct Recruits  | : | 28 years   |
| 5. | Educational qualifications<br>required for Direct Recruits   | : | <p><b><u>Essential</u></b><br/>Degree/Diploma in electrical Engineering from a recognised University/Institution.</p> <p><b><u>Desirable</u></b><br/>Knowledge of foreign languages, other than English.</p>   |
| 6. | Experience required for Direct Recruits  | : | <p><b><u>Essential for diploma holders only</u></b><br/>1 year experience of construction and maintenance of permanent structures in Electrical Engineering in Government/Public Sector/ reputed Private Sector organisations, preferably in the field of exhibitions.</p> |
| 7. | Whether age & Educational qualifications<br>prescribed for direct recruits will apply<br>in the case of promotees. | : | Does not arise.  |
| 8. | Method of recruitment  | : | <p>1. By direct recruitment failing which;<br/>2. By deputation of officers of the level of Jr.Engineer(Electrical) with minimum experience laid down for direct recruits in Engineering organisations of Government/ Public Sector.</p>                                   |
| 9. | (a) Composition of DPC<br>(b) Composition of Selection Committee   | : | <p>X(iv)<br/>X(iv)</p>   |

## Works Cadre

**RECRUITMENT RULES FOR THE POST OF ATTENDANT (ELECTRICAL)  
(The nomenclature/restructure of the post Khallasi may be read as Attendant(Electrical) vide  
O.O.No.Admn.491/2012 dated 28.06.2012 as per BoD meeting 174th dated 8.6.2012)**

- |    |  |   |  |
|----|--|---|--|
| 1. | Name of the post   | : | Attendant (Electrical)                                       |
| 2. | Scale of Pay   | : | Rs. 23500-71000  |
| 3. | Whether selection post<br>or non selection post  | : | N/A  |
| 4. | Upper age limit for Direct Recruits  | : | 28 years   |
| 5. | Educational qualifications<br>required for Direct Recruits   | : | 8 th Class pass with Physical<br>fitness for unskilled work. |
| 6. | Experience required for Direct Recruits  | : | Not applicable   |
| 7. | Whether age & Educational qualifications<br>prescribed for direct recruits will apply<br>in the case of promotees. | : | Not Applicable   |
| 8. | Method of recruitment  | : | By direct recruitment.                                       |
| 9. | Composition of Selection Committee   | : | X(v)   |

**Note: No fresh recruitment is to be made in future.**

(2 posts abolished vide O.O. Admin/1011/2018 dtd. 17.07.2018)

## Works Cadre

## RECRUITMENT RULES FOR THE POST OF ELECTRICAL WORKMAN GRADE-III

- |    |  |   |  |
|----|--|---|--|
| 1. | Name of the post   | : | Electrical Workman Grade-III   |
| 2. | Scale of Pay   | : | Rs. 25000-85000  |
| 3. | Whether selection post or non selection post   | : | Non-Selection  |
| 4. | Upper age limit for Direct Recruits  | : | Not applicable   |
| 5. | Educational qualifications required for Direct Recruits  | : | Not applicable   |
| 6. | Experience required for Direct Recruits  | : | Not applicable   |
| 7. | Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. | : | Not Applicable   |
| 8. | Method of recruitment  | : | 100% by promotion from departmental candidates with 5 years service in ITPO as Attendant (Electrical). |
| .  |  |   |  |
| 9. | Composition of Selection Committee   |   | X(iv)  |

## Works Cadre

## RECRUITMENT RULES FOR THE POST OF ELECTRICAL WORKMAN GRADE-II

- |    |  |   |  |
|----|--|---|--|
| 1. | Name of the post   | : | Electrical Workman Grade-II  |
| 2. | Scale of Pay   | : | Rs. 27500-99000  |
| 3. | Whether selection post<br>or non selection post  | : | Non-Selection  |
| 4. | Upper age limit for Direct Recruits  | : | Not applicable   |
| 5. | Educational qualifications<br>required for Direct Recruits   | : | Not applicable   |
| 6. | Experience required for Direct Recruits  | : | Not applicable   |
| 7. | Whether age & Educational qualifications<br>prescribed for direct recruits will apply<br>in the case of promotees. | : | Not Applicable   |
| 8. | Method of recruitment  | : | 100% by promotion from departmental<br>candidates with 8 years service in<br>ITPO as Electrical Workman Grade-III. |
| 9. | Composition of Selection Committee   |   | X(iv)  |

## Works Cadre

## RECRUITMENT RULES FOR THE POST OF ELECTRICAL WORKMAN GRADE-I

- |    |  |   |   |
|----|--|---|---|
| 1. | Name of the post   | : | Electrical Workman Grade-I  |
| 2. | Scale of Pay   | : | Rs. 29000-110000  |
| 3. | Whether selection post or non selection post   | : | Non-Selection   |
| 4. | Upper age limit for Direct Recruits  | : | Not applicable  |
| 5. | Educational qualifications required for Direct Recruits  | : | Not applicable  |
| 6. | Experience required for Direct Recruits  | : | Not applicable  |
| 7. | Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. | : | Not Applicable  |
| 8. | Method of recruitment  | : | 100% by promotion from departmental candidates with 5 years service in ITPO as Electrical Workman Grade-II. |
| 9. | Composition of Selection Committee   |   | X(iv)   |



## WORKS CADRE

## RECRUITMENT RULES FOR THE POST OF SENIOR MANAGER (ARCHITECTURAL UNIT)

1. Name of the post : Senior Manager (Architectural Unit)
2. Scale of Pay : Rs. 80000-220000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 40 years
5. Educational qualifications required for Direct Recruits : **Essential**  
Degree in Architecture from a recognised University/ Institution.  
  
**Desirable**  
Knowledge of foreign languages, other than English.
6. Experience required for Direct Recruits : **Essential**  
12 years experience in Architecture in Government/ Public Sector/ reputed Private Sector organisations, preferably in the field of exhibition.  
  
**Desirable**  
Experience in Interior Decoration/ Landscaping / Town Planning.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Relaxable to  
Qualifications Diploma in  
Architecture.
8. Method of recruitment : **Amended vide O.O./Admn./320/2002 dt. 28.3.2002**  
1. By promotion from departmental candidates with 5 years service in ITPO as Manager (Architectural Unit) failing which;  
  
2. By deputation of officers holding post of the level of Deputy Architect with minimum experience laid down for direct recruits in organisations of Government/ Public Sector failing which;  
  
3. By direct recruitment.
9. (a) Composition of DPC : X(ii)  
(b) Composition of Selection Committee : X(ii)

## RECRUITMENT RULES FOR THE POST OF MANAGER (ARCHITECTURAL UNIT)

1. Name of the post : Manager (Architectural Unit)
2. Scale of Pay : Rs. 60000-180000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 35 years
5. Educational qualifications required for Direct Recruits : **Essential**  
Degree in Architecture from a recognised University/ Institution.  
  
**Desirable**  
Knowledge of foreign languages, other than English.
6. Experience required for Direct Recruits : **Essential**  
10 years experience in Architecture in Government/ Public Sector/ reputed Private Sector organisations, preferably in the field of exhibition.  
  
**Desirable**  
Experience in Interior Decoration/ Landscaping / Town Planning.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Relaxable to  
Qualifications Diploma in  
Architecture.
8. Method of recruitment : **Amended vide O.O./Admn./320/2002 dt. 28.3.2002**  
1. By promotion from departmental candidates with 3 years' service in ITPO as Deputy Manager (Architectural Unit) failing which;  
  
2. By deputation of officers holding post of the level of Assistant Architect with minimum experience laid down for direct recruits in organisations of Government/ Public Sector failing which;  
  
3. By direct recruitment.  
  
**Amended vide O.O./Admn./759/2016 dt. 18.10.2016**
9. (a) Composition of DPC : X(ii)  
(b) Composition of Selection Committee : X(ii)

WORKS CADRE

RECRUITMENT RULES FOR THE POST OF DEPUTY MANAGER (ARCHITECTURAL UNIT)

1. Name of the post : Deputy Manager (Architectural Unit)
2. Scale of Pay : Rs. 40000-140000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 30 years
5. Educational qualifications required for Direct Recruits : **\*Essential qualification**  
Bachelors Degree in Architecture from a recognised University/ Institution with 55% marks.  
**Desirable:**  
i) Knowledge of relevant Computer Applications.  
ii) Knowledge of foreign languages, other than English.  
iii) Experience in Interior Decoration/ Landscaping / Town Planning.
6. Experience required for Direct Recruits : **\*Desirable:**  
2 years experience in Architecture in Government/ Public Sector/ reputed Private Sector organizations, preferably in the field of exhibition.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Relaxable to  
Qualifications Diploma in Architecture.
8. Method of recruitment : 1. 50% - by promotion from departmental candidates with 4 years service in ITPO as Executive (Architectural Unit) failing which from departmental candidates with 8 years service in ITPO as Sr. Assistant (Architectural Unit) failing which by deputation **on a strictly repatriable basis** of officers of the level of Jr. Engineer (Architecture) with minimum experience laid down for direct recruits in Engineering organisations of Government/ Public Sector.  
2. 50% - by direct recruitment.  
**(Amended vide O.O. Admin/1015/2018 dtd. 17.07.2018)**
9. (a) Composition of DPC : X(iii)  
(b) Composition of Selection Committee : X(iii)

\*Note: All direct recruitment posts through All India Advertisement **(Amended vide O.M dated 25.07.2011)**

## WORKS CADRE

## RECRUITMENT RULES FOR THE POST OF EXECUTIVE (ARCHITECTURAL UNIT)

1. Name of the post : Executive (Architectural Unit)
2. Scale of Pay : Rs. 30000-120000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 30 years
5. Educational qualifications required for Direct Recruits : **Essential**  
Degree/Diploma in Architecture from a recognised University/ Institution.  
  
**Desirable**  
Knowledge of foreign languages, other than English.
6. Experience required for Direct Recruits : **Essential**  
Experience in Architecture in Government/ Public Sector/ reputed Private Sector organisations, preferably in the field of exhibitions - 4 years for Graduate or 6 years for Diploma holders.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Yes  
Qualifications
8. Method of recruitment : 1. By promotion from departmental candidates with 4 years service in ITPO as Senior Assistant (Architectural Unit) failing which;  
  
3. By direct recruitment.
9. (a) Composition of DPC : X(iv)  
(b) Composition of Selection Committee : X(iv)

Sanctioned Strength: 3-2=1

(2 posts abolished vide O.O. 1011/2018 dtd. 17.07.2018)

WORKS CADRE

RECRUITMENT RULES FOR THE POST OF SENIOR ASSISTANT (ARCHITECTURAL UNIT)

1. Name of the post : Senior Assistant (Architectural Unit)
2. Scale of Pay : Rs. 29000-110000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 28 years
5. Educational qualifications required for Direct Recruits : **Essential**  
Degree/Diploma in Architecture from a recognised University/ Institution.  
**Desirable**  
Knowledge of foreign languages, other than English.
6. Experience required for Direct Recruits : **Essential** for diploma holders only  
1 year experience in Architecture in Government/ Public Sector/ reputed Private Sector organisations, preferably in the field of exhibitions.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Relaxable to  
Qualifications Diploma/ Certificate in draftmanship tracing.
8. Method of recruitment : 1. By promotion from departmental candidates with 3 years service in ITPO as Assistant (Architectural Unit) failing which;  
2. By deputation of officers of the level of Architectural Assistant with minimum experience laid down for direct recruits in organisations of Govt./ Public Sector failing which;  
3. By direct recruitment.
9. (a) Composition of DPC : X(iv)  
(b) Composition of Selection Committee : X(iv)

WORKS CADRE

RECRUITMENT RULES FOR THE POST OF DRAFTSMAN-CUM-FERROPRINTER

1. Name of the post : Draftsman-cum-Ferroprinter
2. Scale of Pay : Rs. 27500-99000
3. Whether selection post or non selection post : N/A
4. Upper age limit for Direct Recruits : 28 years
5. Educational qualifications required for Direct Recruits : **Essential**  
1. Senior Secondary/ Secondary  
2. Diploma/ Certificate in Draftsmanship/ Tracing from recognised Institution.
6. Experience required for Direct Recruits : **Essential**  
Experience as Draftsman in Government/ Public Sector/ reputed Private Sector organisations - 1 year experience for diploma holders and 2 years for certificate holders.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Not applicable
8. Method of recruitment : By direct recruitment.
9. (a) Composition of DPC : X(iv)  
(b) Composition of Selection Committee : X(iv)

Sanctioned Strength: 1-1=0

(Post diverted/transfer to DM(Electrical) vide O.O. 807/2018 dtd. 12.07.2018)

AUDIO-VISUAL UNIT

RECRUITMENT RULES FOR THE POST OF MANAGER (AUDIO-VISUAL)

1. Name of the post : Manager (Audio-Visual)
2. Scale of Pay : Rs. 60000-180000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 35 years
5. Educational qualifications required for Direct Recruits : **Essential**  
Bachelor's Degree in Electronics/  
Electrical Engineering from a  
recognised University.  
  
**Desirable**  
Knowledge of foreign languages,  
other than English.
6. Experience required for Direct Recruits : **Essential**  
7 years experience in handling,  
maintenance and repair of Audio-  
visual equipments in government/  
Public Sector/ reputed Private Sector  
organisations, preferably in the field  
of exhibitions.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Relaxable to  
Qualifications Diploma in  
Electronics/ Electrical  
Engineering.
8. Method of recruitment : **Amended vide O.O./Admn./320/2002 dt. 28.3.2002**  
1. By promotion from departmental  
candidates with 5 years service in  
ITPO as Deputy Manager  
(Audio-visual) failing which;  
2. By deputation of officers holding  
Class I post or equivalent with  
minimum qualifications and  
experience laid down for direct  
recruits in organisations of  
government/ public sector failing  
which;  
3. By direct recruitment.
9. (a) Composition of DPC : X(ii)  
(b) Composition of Selection Committee : X(ii)

## AUDIO-VISUAL UNIT

## RECRUITMENT RULES FOR THE POST OF DEPUTY MANAGER (AUDIO-VISUAL)

1. Name of the post : Deputy Manager (Audio-Visual)
2. Scale of Pay : Rs. 40000-140000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 30 years
5. Educational qualifications required for Direct Recruits : **Essential**  
Bachelor's Degree in Electronics/  
Electrical Engineering from a  
recognised University.  
  
**Desirable**  
Knowledge of foreign languages,  
other than English.
6. Experience required for Direct Recruits : **Essential**  
3 years experience in handling,  
maintenance and repair of Audio-  
visual equipments in Government/  
Public Sector/ reputed Private Sector  
organisations, preferably in the field  
of exhibitions.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Relaxable to  
Qualifications Diploma in  
Electronics/ Electrical  
Engineering.
8. Method of recruitment : 1. 66-2/3% - by promotion  
departmental candidates with 4 years  
service in ITPO as Executive  
(Audio-visual) or 8 years service in  
ITPO as Sr. Assistant (Audio-visual).  
  
2. 33-1/3% - by direct recruitment.
9. (a) Composition of DPC : X(iii)  
(b) Composition of Selection Committee : X(iii)



Sanctioned Strength: 1-1=0

(1 post abolished vide O.O. 1011/2018 dtd. 17.07.2018)

AUDIO-VISUAL UNIT

RECRUITMENT RULES FOR THE POST OF EXECUTIVE (AUDIO-VISUAL)

1. Name of the post : Executive (Audio-visual)
2. Scale of Pay : Rs. 30000-120000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 30 years
5. Educational qualifications required for Direct Recruits : **Essential**  
Bachelor's Degree/Diploma in Electronics/ Electrical Engineering from a recognised University/ Institution.  
**Desirable**  
Knowledge of foreign languages, other than English.
6. Experience required for Direct Recruits : **Essential**  
Experience in handling, maintenance and repair of Audio-visual equipment in Government/ Public Sector/ reputed Private Sector organisations, preferably in the field of exhibitions - (2 years for Graduates and 4 years for Diploma holders.)
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Yes  
Qualifications
8. Method of recruitment : 1. By promotion from departmental candidates with 4 years service in ITPO as Sr. Assistant (Audio-visual) failing which;  
2. By direct recruitment.
9. (a) Composition of DPC : X(iv)  
(b) Composition of Selection Committee : X(iv)

Sanctioned Strength: 1-1=0

(1 post abolished vide O.O. Admin/1011/2018 dated 17.07.2018)

AUDIO-VISUAL UNIT

RECRUITMENT RULES FOR THE POST OF SENIOR ASSISTANT (AUDIO-VISUAL)

1. Name of the post : Senior Assistant (Audio-visual)
2. Scale of Pay : Rs. 29000-110000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 28 years
5. Educational qualifications required for Direct Recruits : **Essential**  
Bachelor's Degree/Diploma in Electronics/ Electrical Engineering from a recognised University/ Institution.  
**Desirable**  
Knowledge of foreign languages, other than English.
6. Experience required for Direct Recruits : **Essential** only for Diploma holders. 2 years experience in handling, maintenance and repair of Audio-visual equipment in Government/ Public Sector/ reputed Private Sector organisations, preferably in the field of exhibitions.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Relaxable to 12th  
Qualifications - Class pass and either Electronics (Radio/TV Certificate from Industrial Training Institute or cinematography licence as Projectionist.
8. Method of recruitment : 1. By promotion from departmental candidates with 3 years service in ITPO as Projectionist/ Sound Technician failing which;  
2. By direct recruitment.
9. (a) Composition of DPC : X(iv)  
(b) Composition of Selection Committee : X(iv)

**Sanctioned Strength: 4-3=1**

**(3 posts abolished vide O.O. 1011/2018 dated 17.07.2018)**

**AUDIO-VISUAL UNIT**

**RECRUITMENT RULES FOR THE POST OF PROJECTIONIST**

1. Name of the post : Projectionist
2. Scale of Pay : Rs. 27500-99000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 28 years
5. Educational qualifications required for Direct Recruits : **Essential**  
1. 12th Class pass  
2. Cinematography licence for Projectionist.
6. Experience required for Direct Recruits : **Essential**  
7 years experience as Projectionist in reputed organisations/ cinema halls.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Yes  
Qualifications
8. Method of recruitment : 1. By promotion from departmental candidates with 5 years service in ITPO as Assistant Projectionist failing which;  
2. By direct recruitment.
9. (a) Composition of DPC : X(iv)  
(b) Composition of Selection Committee : X(iv)

**Sanctioned Strength: 1-1=0**

**AUDIO-VISUAL UNIT**

**RECRUITMENT RULES FOR THE POST OF SOUND TECHNICIAN**

1. Name of the post : Sound Technician
2. Scale of Pay : Rs. 27500-99000
3. Whether selection post or non selection post : N/A
4. Upper age limit for Direct Recruits : 28 years
5. Educational qualifications required for Direct Recruits : **Essential**  
1. 12th Class pass  
2. Electronics (Radio/TV) Certificate from Industrial Training Institute.
6. Experience required for Direct Recruits : **Essential**  
4 years experience as Sound Technician in Government/ Public Sector / reputed Private Sector organisations.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Does not arise
8. Method of recruitment : By direct recruitment.
  
9. (a) Composition of DPC : X(iv)  
(b) Composition of Selection Committee : X(iv)

**Sanctioned Strength: 1-1=0**

**(1 post abolished vide O.O. vide 1011/2018 dated 17.07.2018)**

**AUDIO-VISUAL UNIT**

**RECRUITMENT RULES FOR THE POST OF ASSISTANT PROJECTIONIST**

1. Name of the post : Assistant Projectionist
2. Scale of Pay : Rs. 25000-85000
3. Whether selection post or non selection post : N/A
4. Upper age limit for Direct Recruits : 28 years
5. Educational qualifications required for Direct Recruits : **Essential**  
1. 12th Class pass  
2. Cinematography licence for Projectionist.
6. Experience required for Direct Recruits : **Essential**  
2 years experience as Projectionist in reputed organisations/ cinema halls.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Does not arise
8. Method of recruitment : By direct recruitment.
  
9. (a) Composition of DPC : X(iv)  
(b) Composition of Selection Committee : X(iv)

## SECURITY CADRE

## RECRUITMENT RULES FOR THE POST OF GENERAL MANAGER (SECURITY)

1. Name of the post : General Manager (Security)
2. Scale of Pay : Rs. 100000-260000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 50 years
5. Educational qualifications required for Direct Recruits : **Essential**  
Bachelor's Degree from a recognised University.  
  
**Desirable**  
(Amended O/O. Admn/567/2019 dtd. 30.05.2019)  
  
Post-graduate from a recognized University.  
In-service training programme/ courses/ workshops relating to security management, law and order functions fire fighting, civil defence etc.
6. Experience required for Direct recruits : **Essential**  
(Amended Admn/567/2019 dtd. 30.05.2019)  
20 years Managerial/Supervisory experience in Police/ Para Military Defence. Out of which 5 (five) years should be Head of office of Security Division.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Yes
8. Method of recruitment : (Amended Admn/567/2019 dtd. 30.05.2019)  
By DEPUTATION only from Police/Para-Military/ Defence Services.  
  
1. By promotion from Departmental candidates with 5 years of service as Head of Security Division.  
2. By Direct Recruitment/ Deputation amongst candidates with essential qualifications and experience as per col. 5 & 6.
9. (a) Composition of DPC : X(i)(a)  
(b) Composition of Selection Committee : X(i)(a)

## RECRUITMENT RULES FOR THE POST OF DEPUTY GENERAL MANAGER (SECURITY)

1. Name of the post : Dy. General Manager (Security)
2. Scale of Pay : Rs. 90000-240000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 45 years- relaxable upto 5 years for ex-servicemen.
5. Minimum height : 170 Cms  
For Male: 165 cms  
For Female : 157 cms.  
**(O.O. 138/2018, dtd. 25.01.2018)**
6. Educational qualifications required for Direct Recruits : **Essential**  
Bachelor's Degree from a recognised University.  
  
**Desirable**  
Knowledge of foreign languages, other than English.
7. Experience required for Direct recruits : **Essential**  
12 years experience in Armed forces/ CRP/ CISF/ Police/ BSF/ Other para military organisations or Security in Government/ Public Sector organisations, out of which at least 10 years should have been at supervisory level, preferably in the field of exhibitions.
8. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Yes  
Qualifications
9. Method of recruitment : **Amended vide O.O./Admn./320/2002 dt. 28.3.2002**  
1. By promotion from departmental candidates with 5 years service in ITPO as Senior Manager (Security) failing which;  
2. By deputation of officers holding class I post or equivalent with minimum qualifications and experience laid down for direct recruits in organisations of Government/Public Sector failing which;  
3. By direct recruitment.
9. (a) Composition of DPC : X(i)(b)  
(b) Composition of Selection Committee : X(i)(b)

## SECURITY CADRE

## RECRUITMENT RULES FOR THE POST OF SENIOR MANAGER (SECURITY)

1. Name of the post : Sr. Manager (Security)
2. Scale of Pay : Rs. 80000-220000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 40 years- relaxable upto 5 years for ex-servicemen.
5. Minimum height : 170 Cms  
For Male: 165 cms  
For Female : 157 cms.  
**(O.O. 138/2018, dtd. 25.01.2018)**
6. Educational qualifications required for Direct Recruits : **Essential**  
Bachelor's Degree from a recognised University.  
  
**Desirable**  
Knowledge of foreign languages, other than English.
7. Experience required for Direct recruits : **Essential**  
10 years experience in Armed forces/ CRP/ CISF/ Police/ BSF/ Other para military organisations or Security in Government/ Public Sector organisations, out of which at least 7 years should have been at supervisory level, preferably in the field of exhibitions.
8. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Yes  
Qualifications
9. Method of recruitment : **Amended vide O.O./Admn./320/2002 dt. 28.3.2002**  
1. By promotion from departmental candidates with 3 years service in ITPO as Manager (Security) Officer failing which  
2. By direct recruitment.
10. (a) Composition of DPC : X(ii)  
(b) Composition of Selection Committee : X(ii)



Sanctioned Strength: 3-1=2

(1 post abolished vide O.O. 1011/2018 dtd. 17.07.2018)

SECURITY CADRE

RECRUITMENT RULES FOR THE POST OF MANAGER (SECURITY)

1. Name of the post : Manager (Security)
2. Scale of Pay : Rs. 60000-180000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 35 years- relaxable upto 5 years for ex-servicemen.
5. Minimum height : 170 Cms  
For Male: 165 cms  
For Female : 157 cms.  
(O.O. 138/2018, dtd. 25.01.2018)
6. Educational qualifications required for Direct Recruits : **Essential**  
Bachelor's Degree from a recognised University.  
**Desirable**  
Knowledge of foreign languages, other than English.
7. Experience required for Direct recruits : **Essential**  
7 years experience in Armed forces/ CRP/ CISF/ Police/ BSF/ Other para military organisations or Security in Government/ Public Sector organisations, out of which at least 4 years should have been at supervisory level, preferably in the field of exhibitions.
8. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Relaxable to 12th  
Qualifications - class pass
9. Method of recruitment : **Amended vide O.O./Admn./320/2002 dt. 28.3.2002**  
1. By promotion from departmental candidates with 3 years' service in ITPO as Dy. Manager (Security)/Dy. Manager (Fire) failing which;  
2. By direct recruitment.
9. (a) Composition of DPC : X(ii)  
(b) Composition of Selection Committee : X(ii)

SECURITY CADRE

RECRUITMENT RULES FOR THE POST OF DEPUTY MANAGER (SECURITY)

1. Name of the post : Deputy Manager (Security)
2. Scale of Pay : Rs. 40000-140000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 30 years- relaxable upto 10 years for ex-servicemen.
5. Minimum height : 170 Cms  
For Male: 165 cms  
For Female : 157 cms.  
**(O.O. 138/2018, dtd. 25.01.2018)**
6. Educational qualifications required for Direct Recruits : **\*Essential qualification**  
Bachelor's Degree in Arts/Science/ Commerce with 55% marks from a recognised University.  
**Desirable:**  
**i)** Knowledge of relevant Computer Applications  
**ii)** Experience in the field of exhibitions /event management.  
**iii)** Knowledge of foreign languages, other than English.
7. Experience required for Direct recruits : **\*Essential**  
4 years experience in Armed Forces/ CRPF/ CISF/ Police/ BSF/ other para military organisations or Security Establishments in Government/Public Sector organisations.
8. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Relaxable to 12th  
Qualifications class pass
9. Method of recruitment : 1. 50% - by promotion from departmental candidates with 4 years service in ITPO as Assistant Manager (Security)  
2. 50% - by direct recruitment.  
**(Amended vide O.O.1015/2018 dtd.17.07.2018)**
9. (a) Composition of DPC : X(iii)  
(b) Composition of Selection Committee : X(iii)

\*Note: (i) Suitable relaxation in upper age to the extent of experience not exceeding five years can be considered.  
(ii) All direct recruitment posts through All India Advertisement(**Amended vide O.M. dated 25.07.2011**)

**Sanctioned Strength: 4-3=1**  
**(3 posts abolished vide O.O. Admin/1011/2018 dated 17.07.2018)**

SECURITY CADRE

RECRUITMENT RULES FOR THE POST OF ASSISTANT MANAGER (SECURITY)

1. Name of the post : Assistant Manager (Security)
2. Scale of Pay : Rs. 30000-120000
3. Whether selection post or non selection post : Non-Selection
4. Upper age limit for Direct Recruits : 32 years- relaxable upto 5 years for ex-servicemen.
5. Minimum height : 170 Cms  
For Male: 165 cms  
For Female : 155 cms.  
**(O.O. 138/2018, dtd. 25.01.2018)**
6. Educational qualifications required for Direct Recruits : **Essential**  
Bachelor's Degree from a recognised University.  
**(Deleted vide O.O.No.Admn./430/2011dated 9.5.2011)**  
**Desirable**  
Knowledge of foreign languages, other than English.
7. Experience required for Direct recruits : **Essential**  
4 years experience in Armed forces/ CRP/ CISF/ Police/ BSF/ Other paramilitary organisations or Security in Government/ Public Sector organisations, out of which at least 3 years should have been at supervisory capacity.
8. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Relaxable to 12th  
Qualifications class pass
9. Method of recruitment : 1. By promotion from departmental candidates with 4 years service in ITPO as Sr.Security Supervisor failing which;  
2. By direct recruitment.  
**(Amended vide O.O.No.Admn./430/2011dated 9.5.11)**  
1. By promotion from departmental candidates with 4 years service in ITPO as Sr.Security Supervisor failing which;  
2. By deputation, failing which;  
3. By direct recruitment.  
**(Amended vide OONo.Admn/1663/2018 dt.05.09.2018)**  
100 % by promotion
9. (a) Composition of DPC : X(iv)  
(b) Composition of Selection Committee : X(iv)

**Sanctioned Strength: 4-2=2**  
**(2 posts abolished vide O.O. Admin/1011/2018 dated 17.07.2018)**

SECURITY CADRE

RECRUITMENT RULES FOR THE POST OF SENIOR SECURITY SUPERVISOR

1. Name of the post : Sr. Security Supervisor  
**(Amended vide O.O.Admn./1346/2002 dt.30.9.02)**
2. Scale of Pay : Rs. 29000-110000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 28 years- relaxable upto 10 years for ex-servicemen.
5. Minimum height : 170 Cms  
For Male: 165 cms  
For Female : 155 cms.  
**(O.O. 138/2018, dtd. 25.01.2018)**
6. Educational qualifications required for Direct Recruits : **Essential**  
Bachelor's Degree from a recognised University or equivalent.  
  
**Desirable**  
Knowledge of foreign languages, other than English.
7. Experience required for Direct recruits : **Essential**  
3 years experience in Armed forces/ CRP/ CISF/ Police/ BSF/ Other para military organisations or Security in Government/ Public Sector organisations, out of which at least 2 years should have been at supervisory capacity.
8. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Relaxable to 12th  
Qualifications class pass
9. Method of recruitment : 1. 50% - by promotion from departmental candidates with 4 years service in ITPO as Security Supervisor.  
2. 50% - by direct recruitment.  
  
**(Amended vide OONo.Admn/1663/2018 dt.05.09.2018**  
100 % by promotion
9. (a) Composition of DPC : X(iv)  
(b) Composition of Selection Committee : X(iv)

Sanctioned Strength: 11-5=6

(5 posts abolished vide O.O. Admin/1011/2018 dated 17.07.2018)

SECURITY CADRE

RECRUITMENT RULES FOR THE POST OF SECURITY SUPERVISOR

1. Name of the post : Security Supervisor
2. Scale of Pay : Rs. 27500-99000
3. Whether selection post or non selection post : Selection
4. Upper age limit for Direct Recruits : 28 years- relaxable upto 10 years for ex-servicemen.
5. Minimum height : 170 Cms  
For Male: 165 cms  
For Female : 155 cms.  
(O.O. 138/2018, dtd. 25.01.2018)
6. Educational qualifications required for Direct Recruits : **Essential**  
12th class pass.
7. Experience required for Direct recruits : **Essential**  
3 years experience in Armed forces/ CRP/ CISF/ Police/ BSF/ Other para military organisations or Security in Government/ Public Sector organisations, out of which at least 2 years should have been at supervisory capacity.
8. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Age - No  
Educational - Relaxable to 10th  
Qualifications class pass
9. Method of recruitment : 1. 50% - by promotion from departmental candidates with 4 years service in ITPO as Security Havaldar.  
2. 50% - by direct recruitment.  
  
**(Amended vide OONo.Admn/1663/2018 dt.05.09.2018**  
100 % by promotion
9. (a) Composition of DPC : X(iv)  
(b) Composition of Selection Committee : X(iv)

Sanctioned Strength: 21-8=13

(3 posts abolished vide O.O. Admin/1011/2018 dated 17.07.2018)

SECURITY CADRE

RECRUITMENT RULES FOR THE POST OF SECURITY HAVALDAR

1. Name of the post : Security Havaldar
2. Scale of Pay : Rs. 25000-85000
3. Whether selection post : Non-Selection
4. Upper age limit for Direct Recruits : 28 years- relaxable upto 10 years for ex-servicemen.
5. Minimum height : 170 Cms  
For Male: 165 cms  
For Female : 155 cms.  
**(O.O. 138/2018, dtd. 25.01.2018)**
6. Educational qualifications required for Direct Recruits : **Essential**  
12th class pass or equivalent qualification prescribed in Army/ Naval/ Air/ Police Forces.
7. Experience required for Direct recruits : **Essential**  
2 years experience in Armed Forces/CRP/ CISF/Police/BSF/other Para-Military organisation or Security in Govt./ Public Sector organisations.
8. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Not applicable
9. Method of recruitment : 1. 70% by promotion from departmental candidates with 8 years service in ITPO.  
2. 30% by direct recruitment.  
**(Amended vide O.O.Admn./1346/2002 dt.30.9.02)**  
  
**(Amended vide OONo.Admn/1663/2018 dt.05.09.2018)**  
100 % by promotion
9. (a) Composition of DPC : X(iv)  
(b) Composition of Selection Committee : X(iv)

Sanctioned Strength: 159-93=60

(93 posts abolished vide O.O. Admin/1011/2018 dated 17.07.2018)

SECURITY CADRE

RECRUITMENT RULES FOR THE POST OF SECURITY GUARD

1. Name of the post : Security Guard
2. Scale of Pay : Rs. 24000-75000
3. Whether selection post : N/A
4. Upper age limit for Direct Recruits : 28 years- relaxable upto 10 years for ex-servicemen.
5. Minimum height : 170 Cms  
For Male: 165 cms  
For Female : 155 cms.  
(O.O. 138/2018, dtd. 25.01.2018)
6. Educational qualifications required for Direct Recruits : **Essential**  
8th Class pass  
**Amended vide O.M. dated 29.3.2010 w.e.f. 26.6.09**  
**Essential: 10<sup>th</sup> Class pass**
7. Experience required for Direct recruits : **Desirable**  
Experience in Armed forces/  
CRP/ CISF/ Police/ BSF/ Other para  
military organisations of Security in  
Government/ Public Sector  
organisations.
8. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Not applicable
9. Method of recruitment : By direct recruitment.
9. (a) Composition of DPC : X(iv)  
(b) Composition of Selection Committee : X(iv)

**(Revised RRs effective from 31.8.2010 as approved BoD in its164th meeting held on 31.8.2010)**

Sanctioned Strength 1

RECRUITMENT RULES FOR THE POST OF COMPANY SECRETARY\*

1. Name of the post : Company Secretary
2. Scale of Pay : Rs. 90000-240000
3. Whether selection post or non selection post : Selection
4. Upper age limit : Not more than 50 years of age as on the closing date of receipt of applications.
5. Educational qualifications required : **Essential**  
1. Bachelor's Degree from a recognized University.  
2. Should have qualified as Company Secretary on the basis of examination conducted by the Institute of Company Secretaries of India and should have a valid membership of the said Institute.  
**Desirable:**  
Familiarity with use of standard computer applications like word processing, spreadsheet, email, etc.
6. Experience required : **Essential**  
Should have worked in a senior executive position in public sector undertaking/reputed private sector organizations for a period not less than 10 years. Preference will be given to those who have already held the post of Company Secretary in any of these Organisations.
7. Method of recruitment : By Direct Recruitment

**\*O.M. File No.4-ITPO(4)/E.I./2006 PART-I Dated 29.09.2010**



## RECRUITMENT RULES FOR THE POST OF CURATOR

1. Name of the post : Curator
2. Scale of Pay : Rs. 60000-180000
3. Whether selection post or non selection post : N/A
4. Upper age limit for Direct Recruits : 35 years
5. Educational qualifications required for Direct Recruits : **Essential**  
M.A.(Ist class or High Second Class) with specialisation in Indian History.  
**Desirable**  
Knowledge of foreign languages, other than English.
6. Experience required for Direct recruits : **Essential**  
7 years experience, out of which at least 4 years should have been at managerial level in Museum in Government/Public Sector/ reputed Private Sector organisations, preferably in the field of exhibitions.
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Does not arise.
8. Method of recruitment : By direct recruitment.
9. Composition of Selection Committee : X(ii)

**Sanctioned Strength: 2-1=1**  
**(1 post abolished vide O.O. Admin/1011/2018 dated 17.07.2018)**

RECRUITMENT RULES FOR THE POST OF ANNOUNCER

- |    |  |   |  |
|----|--|---|--|
| 1. | Name of the post   | : | Announcer  |
| 2. | Scale of Pay   | : | Rs. 29000-110000   |
| 3. | Whether selection post or non selection post   | : | Not applicable   |
| 4. | Upper age limit for Direct Recruits  | : | 27 years   |
| 5. | Educational qualifications required for Direct Recruits  | : | <b>Essential:</b><br>1. A Degree from a recognised University. Candidate possessing higher qualifications would be preferred.<br>2. Voice suited to broadcasting with good pronunciation and accent.<br>3. Knowledge of Hindi and English. |
| 6. | Experience required for Direct Recruits  | : | 2 years as an Announcer in All India Radio/ TV (both in English and Hindi)   |
| 7. | Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. | : | Not Applicable   |
| 8. | Method of recruitment  | : | By direct recruitment.   |
| 9. | Composition of Selection Committee   | : | X(iv)  |

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## RECRUITMENT RULES FOR THE POST OF SENIOR GENERAL MANAGER

1. Designation of the post : SGM
2. Classification : Group "A"
3. Scale of pay : Rs. 120000-280000
4. Whether Selection or non-selection post : Selection
5. Upper age limit for Direct Recruits : 50 years
6. Qualification & Experience : **Essential:** Bachelor's Degree from recognised University.  
**Desirable:** 1. Graduate with Economics  
2. Diploma in Foreign Trade/ International Marketing Management/ Market Research from a recognised University.  
**Or**  
Diploma in Personal Management/ Public Administration/ Business Management from a recognised University/ Institution.  
3. Knowledge of foreign languages other than English.
7. Experience required for direct recruits : **25** years managerial experience in Marketing/ Market Research/ Export Promotion or Administration/ Personnel Management in Govt./ Public Sector/ reputed Private Sector Organisation, preferably in the field of trade promotion.
8. Method of recruitment : 1. By promotion from departmental candidate with 3 years service in ITPO as General Manager, Trade Development Cadre failing which:  
2. By deputation of officers holding Class-I post or equivalent with minimum qualifications and experience laid down for direct recruits in organisations of Govt./ Public Sector failing which:  
3. By direct recruits
10. (a) Composition of DPC : X(i)(a)  
(b) Composition of Selection Committee : X(i)(a)

Sanctioned Strength: 2-1=1

(1 post abolished vide O.O. Admin/1011/2018 dated 17.07.2018)

RECRUITMENT RULES FOR THE POST OF GENERAL MANAGER

1. Designation of the post : GM
2. Classification : Group "A"
3. Scale of pay : Rs. 100000-260000
4. Whether Selection or non-selection post : Selection
5. Upper age limit for Direct Recruits : 45 years
6. Qualification & Experience : **GM(Trade Dev. & Merchandising Division)**  
A First class Master's degree from a recognised University in India or abroad in Economics/Commerce/ Business Administration or a Degree in Mechanical/ Industrial/ Telecommunication/ Textile/ Electronic Engineering. A minimum of 8 to 12 years practical experience in international marketing/ promotion of exports, preferably in TDA product range in Government/ Public Sector Undertaking/ Export Promotion Council/ Commodity Boards/ Industrial organisation in the Private Sector/ Export House.  
An intimate knowledge of Govt. Rules & Regulations as also of the development of Indian Industry.  
**GM(Research & Analysis) :**A first class Master's Degree from a recognised University in India or abroad in Economics/ Business Admin. with specialisation in International Trade.  
8 to 12 years experience in organising supervising research projects in the areas of International Trade/International Economic Relations/ International Marketing.  
Knowledge of French/ German highly desirable.  
**GM(Information & Computer Division):**  
First class Master's Degree in Economics/ Commerce/ Business Administration with specialisation in International Trade from a recognised University in India or abroad.  
In addition, Diploma or training in Information Science/Market Research/ Statistics, desirable. Seven years experience in organising information systems. Ability to organise and develop a total information collection and dissemination in the area of international marketing.
7. Whether Columns 5 & 6 shall apply for promotion : Age : No.  
Educational Qualification: Graduate (**As amended vide O.O.No.Admn./1644/05 dt.13.12.05**)
8. Period of probation : Two years
9. Method of recruitment : **Amended vide O.O./Admn./320/2002 dt. 28.3.02**  
(i) By promotion with 3 years' service in just below grade/post, failing which;  
(ii) By deputation of officers holding Class-I post or equivalent with minimum qualification and experience laid down for direct recruits in the organisations of Govt./PSU failing which;  
(iii) By Direct Recruitment
10. Composition of DPC/DSC : As per the Preamble X(i)(a) to RRs of Ex-TFAI

SELECTION GUIDELINES FOR THE POST OF RESIDENT DIRECTOR (FOREIGN OFFICES)

1. Designation of the post : Resident Director (Foreign Offices)
2. Method of Selection : **Ammended by BOD meeting held on 1.12.2000**  
By transfers of ITPO Officers. Selection to be decided on the basis of Performance in the interview and Assessment of CRs of eligible officers
3. Eligibility Criteria : **(a) RD (Level-I), New York & Frankfurt**  
i. General Manager and equivalent and  
ii. Dy.General Manager with two years regular service in the grade.  
**(b) RD, (Level-II), Tokyo, Moscow & Sao Paulo**  
i. Dy.General Manager and equivalent and  
ii. Sr. Managers with 4 years Regular Service in the Grade.
4. Selection Committee : Chairman & Managing Director, ITPO -Chairman  
Representative from MOC, not below -Member  
the rank of Joint Secretary  
Executive Director, ITPO -Member  
Upto 2 outside Experts -Member
5. Tenure : 1. An Officer shall be allowed only one posting at the same level in the same foreign office for which the normal tenure will be 3 years.  
2. The total number of foreign postings in the entire service of an officer will be restricted to two, with a total combined tenure of six years.  
3. The cooling – off period between two foreign postings will be three years.

**Note:**

1. RD (Foreign Office) will be the selection post.
2. The selected officer will be required to serve the organisation for a minimum period of two years after completion of his tenure abroad. For this purpose, the officer will be required to furnish a Bond for Rs. 2.00 lakhs.
3. General Manager and equivalent on posting abroad will be equated with an officer of Counsellor rank for the purpose of payment of foreign allowance etc. and Dy.General Manager and Sr. Manager with an officer of the rank of First Secretary.

**Sanctioned Strength: 5-2=3**  
**(2 posts abolished vide O.O. Admin/1011/2018 dated 17.07.2018)**

RECRUITMENT RULES FOR THE POST OF DEPUTY GENERAL MANAGER

1. Designation of the post : DGM
2. Classification : Group "A"
3. Scale of pay : Rs. 90000-240000
4. Whether Selection or non-selection post : Selection
5. Upper age limit for Direct Recruits : 45 years
6. Qualification & Experience :  
**DGM(Trade Dev. & Merchandising Division):**  
A first class Master's degree from a recognised University in India or abroad in Economics/ Commerce/ Business Administration or a Degree in Mechanical Industrial/ Electronic Engineering  
A minimum of 7 years practical experience in International Marketing, Promotion of Exports preferably in the product range of TDA in a Government/ Public Sector Undertaking or Export Promotion Organisation. Must have a thorough knowledge of Government Trade Policy and Rules and Regulations of India's Foreign Trade.  
**DGM(Information & Computer Division):**  
First class Master's Degree in Economics from a recognised University in India or abroad. Specialisation in International Trade essential.  
Five years experience in Economic and Market Research in the area of Foreign Trade.  
**DGM(Research & Analysis):**  
First class Master's Degree in Economics/ Commerce/ Statistics/ Business Administration with specialisation in International Trade from a recognised University in India or abroad.  
A minimum of 7 years practical experience in International Marketing/ Market Research/ Collection and dissemination of trade information in Govt./Public Sector Undertakings or Export Promotion Organisation.
7. Whether Columns 5 & 6 shall apply for promotion : Age : No.  
Educational Qualification: Graduate (**As ammended vide O.O.No.Admn./1644/05 dt.13.12.05**)
8. Period of probation : Two years
9. Method of recruitment : **Amended vide O.O./Admn./320/2002 dated 28.3.02**  
(i) By promotion with 5 years service in just below grade/post, failing which;  
(ii) By deputation of officers holding Class-I post or equivalent with minimum qualification and experience laid down for direct recruits in the organisations of Govt./PSU failing which;  
(iii) By Direct Recruitment
10. Composition of DPC/DSC : As per the Preamble X(i)(b) to RRs of Ex-TFAI

**Sanctioned Strength: 10-7=3**  
**(7 posts abolished vide O.O. Admin/1011/2018 dated 17.07.2018)**

RECRUITMENT RULES FOR THE POST OF SENIOR MANAGER

1. Designation of the post : Sr.Manager
2. Classification : Group "A"
3. Scale of pay : Rs. 80000-220000
4. Whether Selection or non-selection post : Selection
5. Upper age limit for Direct Recruits : 40 years
6. Qualification & Experience : **SM(TDMD)(Export Production)/Regional Manager**  
(a) Degree in Mechanical/ Industrial/ Electrical/ Electronic/Telecommunication/ Automobile/ Textile Engg. from a recognised University. **Or**  
(b) B.Tech./B.Sc. in Leather Technology from a recognised University or Institute in India.  
Experience in the case of (a) above  
A minimum of five years practical experience in the field of export production and a good knowledge of Govt. industrial Licensing Policy as well as rules and regulations. **Or**  
In the case of (b) above  
A minimum of five years' experience in manufacture/ designing/ finishing of various types of leather goods and/or also in product development, quality control etc. of leather products.  
**SM(Export Marketing)/Regional Manager:**  
A high second class Master's Degree from a recognised University in Economics/ Commerce/ Business Administration.  
A minimum of 5 years practical experience in international marketing/ promotion of exports of TDA range of products.  
**SM(Information & Computer Division)**  
PG Degree in Economics or Commerce or Business Administration with adequate knowledge of quantitative Techniques applicable in modern export management. Five years experience in International Marketing, Overseas Market Research, familiarity with sources of foreign trade information and International Trade Classification. Training or teaching experience in export marketing techniques, preparation of reports for dissemination of information in Government/ Public Sector Undertakings/ Export Promotion Agencies/ Export Houses of repute.
7. Whether Columns 5 & 6 shall apply for promotion : Age : No.  
Educational Qualification: Graduate (**As ammended vide O.O.No.Admn./1644/05 dt.13.12.05**)
8. Period of probation : Two years
9. Method of recruitment : **Amended vide O.O./Admn./320/2002 dated 28.3.02**  
(i) By promotion with 3 years' service in just below grade/post, failing which;  
(ii) By deputation of officers holding Class-I post or equivalent with minimum qualification and experience laid down for direct recruits in the organisations of Govt./PSU failing which;  
(iii) By Direct Recruitment
10. Composition of DPC/DSC : As per the Preamble X(ii) to RRs of Ex-TFAI



**Sanctioned Strength: 10-5=5**  
**(5 posts abolished vide O.O. Admin/1011/2018 dated 17.07.2018)**

RECRUITMENT RULES FOR THE POST OF MANAGER

1. Designation of the post : Manager
2. Classification : Group "A"
3. Scale of pay : Rs. 60000-180000
4. Whether Selection or non-selection post : Selection
5. Upper age limit for Direct Recruits : 35 years
  
6. Qualification & Experience :  
**Manager (Asstt. Merchandising Executive)/DRM:**  
A Degree in Mechanical/ Industrial/ Electrical/ Electronic/  
Telecommunication/ Automobile/ Textile Engg. from a  
recognised University **Or**  
B.Tech./B.Sc. in Leather Technology from a recognised  
University or Institution in India.  
Three years practical experience in international  
marketing/ promotion of exports in Govt./Public Sector  
Undertakings/ EPC/Industrial Organisation in private  
sector/ export house.  
Knowledge of export processing zones and experience  
in product development, quality control etc. for exports  
desirable.  
  
**Manager (Management Economist)**  
A first class or high second class Master's Degree in  
Economics/Commerce/ Business Administration with  
specialisation in Management and/or Cost Accountancy.  
Three years experience in related field of work.  
  
**Manager (Market Analyst)**  
A first class or high second class Master's Degree in  
Economics/ Business Administration. A back ground of  
Mechanical/ Telecommunication/ Electronic engineering  
highly desirable.  
Three years experience in Economic Research, Market  
Research or Marketing.  
  
**Programmer:**  
(i) A Second Class Master's Degree in Commerce/  
Economics/ Buss.Admn./ Statistics from a recognised  
University.  
(ii) A Diploma or Certificate in programming from a  
recognised University/ Institute.  
(iii) Three years experience in programming on an  
electronic computer, developing programmes for  
economic analysis.  
  
**Manager (Trade Information Officer):**  
A high second class Post Graduate Degree in  
Economics/Commerce/ Business Administration/  
Statistics.  
Three years experience in collection, analysis and  
interpretation of data and information in the field of  
foreign trade and dissemination of market information  
through publications.

Familiarity with Foreign Trade Terminology, International Trade Classification, coding system and sources of foreign trade data.

7. Whether Columns 5 & 6 shall apply for promotion : Age : No.  
Educational Qualification: Graduate (**As amended vide O.O.No.Admn./1644/05 dt.13.12.05**)  
EQ: **For Programmer** (ii)&(iii) of Col.6 will be applicable.
8. Period of probation : Two years
9. Method of recruitment : **Amended vide O.O./Admn./320/2002 dated 28.3.02**  
(i) By promotion with 3 years' service in just below grade/post, failing which;  
(ii) By deputation of officers holding Class-I post or equivalent with minimum qualification and experience laid down for direct recruits in the organisations of Govt./PSU failing which;  
(iii) By Direct Recruitment
10. Grades from which promotion/ deputation/ transfer to be made : Promotion  
**M(AME/TIO)/ME/MA/DRM: 3 years as DM/PS**  
**M(AME/TIO)/DRM: 3 years as Executive Programmer: DM with 3 years service in programming and developing programme for Economic analysis and possessing Diploma/Certificate in Programming.**  
**Ammended vide O.O.No.Admn./1644/05 dt.13.12.05**  
**M(AME/TIO/ME/MA/DRM): 3 years service in the grade of DM/PS.**
11. Composition of DPC/DSC : As per the Preamble X(ii) to RRs of Ex-TFAI

## SELECTION GUIDELINES FOR THE POST OF TRADE INFORMATION OFFICER (FOREIGN OFFICES)

1. Name of the post : Trade Information Officer (Foreign Offices)
2. Eligibility Criteria : By transfer of Managers & equivalent with 2 years regular service in the grade.
3. Method of Selection : Selected to be decided by:  
(i) Short listing of eligible Managers on the basis of ACRs; and  
(ii) Performance in the interview of short-listed eligible Managers by selection Committee
4. Selection Committee :  
1. Executive Director, ITPO -Chairman  
2. SGM/GM(General Cadre) -Member  
3. SGM(TD Cadre) -Member  
4. HOD(Admn.) -Member  
5. Director/Deputy Secretary in MOC -Member  
6. An External expert -Member  
(To be nominated by ED, ITPO)
5. Tenure : An officer shall be allowed only one posting as TIO(Foreign Offices) for which the normal tenure will be three years.
6. Equation : Second Secretary

### Note:

1. TIO(Foreign Offices) will be the selection post.
2. The selected officer will be required to serve the organisation for a minimum period of two years after completion of his tenure. For this purpose, the officer will be required to furnish a Bond of Rs. 1.00 lakh.

**Sanctioned Strength: 7-1=6+2 (PS)=8**  
**(1 post abolished vide O.O. Admin/1011/2018 dated 17.07.2018)**

RECRUITMENT RULES FOR THE POST OF DEPUTY MANAGER

- |    |   |   |   |
|----|---|---|---|
| 1. | Designation of the post                 | : | Deputy Manager  |
| 2. | Classification                          | : | Group "A"   |
| 3. | Scale of pay                            | : | Rs.40000-140000   |
| 4. | Whether Selection or non-selection post | : | Selection   |
| 5. | Upper age limit for Direct Recruits     | : | 30 years  |
| 6. | Qualification & Experience              | : | <p><b>Dy.Manager (Merchandising Officer):</b><br/> A high second class Bachelor's Degree in Science or Technology or Engineering from a recognised University.</p> <p><b>Dy.Manager (Exhibition Officer):</b><br/> A second class Bachelor's Degree in Arts/Science or Technology or Engineering from a recognised University.</p> <p><b>DM(Protocol):</b> Not applicable</p> <p><b>DM(Jr.Economist/Res.Officer/Jr.Project Officer):</b><br/> A second class Master's Degree in Economics/ Statistics from a recognised University or equivalent. Knowledge of quantitative economics and modern methods of statistical and economic analysis.</p> <p><b>Dy.Manager (Jr.Trade Information Officer)</b><br/> A second class Master's Degree in Economics/ Statistics/ Mathematics/ Commerce from a recognised University or equivalent.<br/> <i>Desirable:</i> Post-Graduate Diploma/ certificate Course in Export Management or related field or in Statistical Methodology of Foreign Trade.</p> <p><b>DM(Jr.Trade Information Officer)(Library)</b><br/> A high second class Bacheor's Degree preferably in Economics/ Commerce, together with a Degree/Diploma in Library Science/ Documentation from a recognised University/ Institution.<br/> Three years experience preferably in marketing/ foreign trade libraries/ documentation centres etc.</p> <p><b>DM(Jr.Trade Information Officer)(Publication)</b><br/> A second class Bachelor's Degree or equivalent from a recognised University or Institution.<br/> Three years experience in editing, Independent writing and preparation of reports with a reputed newspaper/ magazine/news agency or any other similar organisation. Adequate knowledge of printing and production techniques.<br/> Desirable: A degree or diploma in Journalism from recognised university/Institute.</p> <p><b>DM(Admn.):</b> A second class Master's Degree in Arts/ Science/Commerce from a recognised University. Minimum 5 years experience in Personnel Mgmt. &amp; General Administration, Accounts Finance in a supervisory capacity in a Govt.Deptt./PSU or private undertaking of repute.<br/> Desirable: (i) MBA (ii) Knowledge of Govt. rules &amp; regulations concerning personnel accounts/finance</p> |

7. Whether Columns 5 & 6 shall apply for promotion : Age : No.  
Educational Qualification: Graduate (**As ammended vide O.O.No.Admn./1644/05 dt.13.12.05**)
8. Period of probation : Two years
9. Method of recruitment : 50% by promotion  
50% by direct recruitment  
**DM(Protocol):** By promotion failing which by deputation.  
**DM(JTIO-Publication):** By promotion failing which by DR  
**DM(Admn.):** By promotion or transfer by deputation or by DR  
**Ammended vide O.M. dated 29.3.2010 w.e.f. 26.6.09**  
-- 50% by promotion (25% each by Assistant Manager (TDC) and Assistant Manager (Secretarial))  
-- 50% by direct recruitment.  
  
**Amended vide BOD Meeting held on 26.06.2009**  
100% by promotion (50% each by Assistant Manager (TDC) and Assistant Manager (Secretarial))
10. Grades from which promotion/ deputation/ transfer to be made : **Amended vide O.O./320/2002 dt. 28.3.2002**  
**Promotion**  
**DMProtocol):** 4 years service as Executive/ Executive(Steno)  
**DM(RO/JPO):** 4 years service as Executive/Executive (Steno) with Bachelor degree in Economics/Statistics  
**DM(MO/EO/JTIO)/JE:** 4 years service as Executive/ Executive (Steno)  
**DM(EO):** 4 years service as Executive/ Executive(Steno) with graduation
11. Selection Committee : As per the Preamble X(iii) to RRs of Ex-TFAI



## RECRUITMENT RULES FOR THE POST OF PRIVATE SECRETARY

1. Designation of the post : Private Secretary
2. Classification : Group "A"
3. Scale of pay : Rs.40000-140000
4. Whether Selection or non-selection post : Selection
5. Upper age limit for Direct Recruits : 30 years
6. Qualification & Experience : A Bachelor's Degree from a recognised University  
Proficiency in English Shorthand Typing  
with speed of 120/50 w.p.m.
7. Whether Columns 5 & 6 shall apply for promotion : Age : No.  
Educational Qualification: Graduate (**As ammended vide O.O.No.Admn./1644/05 dt.13.12.05**)
8. Period of probation : Two years
9. Method of recruitment : By promotion failing which by direct recruitment.  
**(DR to be filled as per General Cadre RR)**
10. Grades from which promotion/ deputation/ transfer to be made : Promotion  
Executive (Steno) with 4 years' service failing which Sr.Steno will be considered.  
**Ammended vide O.O.No.Admn./1644/05 dt.13.12.05 Executive (Steno) with 4 years' service in the grade.**
11. Selection Committee : As per the Preamble X(iii) to RRs of Ex-TFAI

## RECRUITMENT RULES FOR THE POST OF ASSISTANT MANAGER

- |     |  |   |   |
|-----|--|---|---|
| 1.  | Designation of the post                                      | : | Assistant Manager   |
| 2.  | Classification   | : | Group "B"   |
| 3.  | Scale of pay   | : | Rs.30000-120000   |
| 4.  | Whether Selection or non-selection post                      | : | Selection   |
| 5.  | Upper age limit for Direct Recruits                          | : | <b>30 years</b>   |
| 6.  | Qualification & Experience                                   | : | <p><b>Executive:</b> Second class Bachelor's Degree in Economics/ Mathematics/ Statistics/ Commerce from a recognised University.<br/>Two years experience in Collection, Tabulation, Analysis and Interpretation of Statistical data relating to foreign trade, preferable.</p> <p><b>Executive (Documentation) :</b>A Second class Bachelor's Degree from recognised University followed by a Degree or Diploma in Library Science including Documentation system.<br/>Two years experience of Scientific Information work connected with Library/ Documentation, Compilation bibliographies, preparation of abstracts and indexes of journals etc.</p> <p><b>Executive (Printing):</b> Higher Secondary from a recognised University/ Board.<br/>Diploma from a recognised Institution in printing technology.<br/>Experience in work connected with the offset printing operation and maintenance of multilith machine and other reprographic equipment as well as operation of photocopying machines.</p> <p><b>Executive (Accounts)/Accountant</b><br/>Second Class Bachelor's degree and passed SAS examination at least one-year service as SAS Accountant in an Audit Deptt. particularly with experience of the work relating to Accounts, Budget and Finance. Good knowledge of Govt. rules and regulations, accounting practices/procedures essential</p> |
| 7.  | Whether Columns 5 & 6 shall apply for promotion              | : | N.A.  |
| 8.  | Period of probation  | : | Two years   |
| 9.  | Method of recruitment  | : | <p><b>100% by promotion</b><br/><b><u>Amended vide O.M. dated 29.3.2010 w.e.f. 26.6.09</u></b><br/>50% each by Sr.Assistant &amp; Sr.Steno</p>  |
| 10. | Grades from which promotion/ deputation/ transfer to be made | : | <p><u>Promotion</u><br/>Officers in the scale of Rs. 6200-10110 (IDA) with <b>5 years</b> experience in the scale.</p> <p><b>Executive (SI)</b>-5 years service as Sr.Asstt./Sr.Steno<br/><b>Exec.(Doc.)</b>-5 years service as Sr.Asstt./Sr.Steno possessing Bachelor Degree.<br/><b>Executive (A/cs)</b>-5 years service as Sr.Asstt./Sr.Steno with work relating to accounts and/or budget and finance.</p>  |
| 11. | Selection Committee  | : | As per the Preamble X(iv) to RRs of Ex-TFAI   |
| 12. | <b>Remarks</b>   | : | <p><b>1. Specialist posts are to be identified and filled through DR on need based.</b><br/><b>2. Officials promoted from Steno line will be designated as Executive (Steno)</b></p>  |



RECRUITMENT RULES FOR THE POST OF SENIOR ASSISTANT

- |     |  |   |   |
|-----|--|---|---|
| 1.  | Designation of the post                                      | : | Sr. Assistant   |
| 2.  | Classification   | : | Group "C"   |
| 3.  | Scale of pay   | : | Rs.29000-110000   |
| 4.  | Whether Selection or non-selection post                      | : | Non-Selection   |
| 5.  | Upper age limit for Direct Recruits                          | : | <b>27 years</b>   |
| 6.  | Qualification & Experience                                   | : | <p><b>Sr.Assistant:</b><br/>A Degree from a recognised University.<br/>About <b>one year</b> experience of dealing with Admn./Personnel/ Accts./ Purchase and general office Admn. work.</p> <p><b>Sr.Assistant (Accounts)</b><br/>A Bachelor's Degree in Commerce from a recognised University.<br/>About two years experience of accounting procedures.</p> <p><b>Sr.Assistant (Stores)</b><br/>i.) A Degree from a recognised University with Diploma in Material Management/ Store-keeping, Purchasing and Salesmanship.<br/>ii) Preference will be given to candidates having one year relevant experience.</p> <p><b>Sr.Asstt.(Jr.Investigator)/Sr.Asstt.(Statistics):</b><br/>i) A Second Class Bachelor's Degree in Commerce/ Economics/ Mathematics/ Statistics from a recognised University.<br/>ii) Previous experience in collection, tabulation &amp; analysis of statistical data relating to foreign trade desirable.</p> <p><b>Sr.Asstt.(Asstt. Librarian):</b><br/>i) Bachelor's Degree from a recognised University.<br/>ii) A Diploma in Library Science from a recognised University.<br/>iii) About two years experience of working in a Library.</p> <p><b>Sr.Asstt.(Proof Reading):</b><br/>i) Graduate from a recognised University.<br/>ii) Two years experience in proof reading in a Govt./ Semi Govt./ Private Organisations.</p> |
| 7.  | Whether Columns 5 & 6 shall apply for promotion              | : | For <b>Sr.Asstt.(Asstt.Librarian):</b> (ii) will be applicable<br>Other: N/A  |
| 8.  | Period of probation  | : | Two years   |
| 9.  | Method of recruitment  | : | By promotion failing which by direct recruitment.<br><b>SA(JI/Stat.Asstt.)-50% by DR and 50% by promoiton (DR to be filled as per General Cadre RR)</b>   |
| 10. | Grades from which promotion/ deputation/ transfer to be made | : | <u>Promotion</u><br>Officials in the scale of Rs. 5700-9150 (IDA) with <b>four years</b> experience in the scale.   |
| 11. | Selection Committee  | : | As per the Preamble X(iv) to RRs of Ex-TFAI   |

RECRUITMENT RULES FOR THE POST OF SENIOR STENOGRAPHER

1. Designation of the post : Sr. Stenographer
2. Classification : Group "C"
3. Scale of pay : Rs. 29000-110000
4. Whether Selection or non-selection post : Non-Selection
5. Upper age limit for Direct Recruits : **30 years**
6. Qualification & Experience : Preferably Graduates from recognised University.  
  
Should have a minimum speed of 120 w.p.m. in shorthand and 40 w.p.m. in Typing.  
  
Desirable  
Previous experience as a Stenographer for a period of **three years** in a Govt. Office/ Public Sector Undertaking or a Commercial firm. Ability to read and write Hindi.
7. Whether Columns 5 & 6 shall apply for promotion : No
8. Period of probation : Two years
9. Method of recruitment : By promotion failing which by direct recruitment **(DR to be filled as per General Cadre RR)**
10. Grades from which promotion/ deputation/ transfer to be made : Promotion  
Stenographers with **5 years** service in the grade.
11. Selection Committee : As per the Preamble X(iv) to RRs of Ex-TFAI

Sanctioned Strength: 10-10=0  
(10 posts abolished vide O.O. Admin/1011/2018 dated 17.07.2018)

RECRUITMENT RULES FOR THE POST OF ASSISTANT

1. Designation of the post : Assistant
2. Classification : Group "C"
3. Scale of pay : Rs.27500-99000
4. Whether Selection or non-selection post : Non-Selection
5. Upper age limit for Direct Recruits : **27 years**
6. Qualification & Experience : **Assistant:**  
Minimum High/Higher Sec. School Certificate preferably Degree from a recognised University.  
Experience of one year as a Clerk in matters relating to Accounts/ Admn./ General or purchase work.  
  
**Assistant (Caretaker)**  
Matriculation or equivalent. Preferably an Ex-non-Commissioned Army officer who has experience of caretaking work.
7. Whether Columns 5 & 6 shall apply for promotion : No
8. Period of probation : N/A
9. Method of recruitment : By promotion failing which by direct recruitment.  
(DR to be filled as per General Cadre RR)
10. Grades from which promotion/ deputation/ transfer to be made : Promotion  
Jr.Assistant with **8 years** service.
11. Selection Committee : As per the Preamble X(iv) to RRs of Ex-TFAI

Sanctioned Strength: 4-4=0  
(4 posts abolished vide O.O. Admin/1011/2018 dated 17.07.2018)

RECRUITMENT RULES FOR THE POST OF JR.ASSISTANT

1. Designation of the post : Jr. Assistant
2. Classification : Group "C"
3. Scale of pay : Rs.25000-85000
4. Whether Selection or non-selection post : Non-Selection
5. Upper age limit for Direct Recruits : 27 years
6. Qualification & Experience : Matriculate/ Higher Secondary or equivalent examination from a recognised Board.  
**Ammended vide O.M.Dated 6.7.2010 F.No.5-ITPO(2)/E.I./2006-Vol.I**  
A minimum speed of 30 wpm in English/Hindi typing  
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)
7. Whether Columns 5 & 6 shall apply for promotion : No
8. Period of probation : Two years
9. Method of recruitment : 50% by promotion  
50% by direct recruitment  
(DR to be filled as per General Cadre RR)
10. Grades from which promotion/ deputation/ transfer to be made : Promotion  
Class IV employees with 5 year service in the grade and possessing the qualifications mentioned in Col.6.
11. Selection Committee : As per the Preamble X(iv) to RRs of Ex-TFAI

## RECRUITMENT RULES FOR THE POST OF STAFF CAR DRIVER/DESPATCH RIDER

1. Designation of the post : Staff Car Driver/ Despatch Rider
2. Classification : Group "C"
3. Scale of pay : Rs. 25000-85000
4. Whether Selection or non-selection post : Non-Selection
5. Upper age limit for Direct Recruits : 27 years
6. Qualification & Experience : Middle School Standard Pass  
Holding Valid Driving Licence for at least three years without any endorsement.
7. Whether Columns 5 & 6 shall apply for promotion : No
8. Period of probation : Two years
9. Method of recruitment : By direct recruitment/ promotion
10. Grades from which promotion/ deputation/ transfer to be made : Promotion  
Sr.Attendant/ Attendant holding valid Driving Licence having without endorsement and experience or driving staff car.
11. Selection Committee : As per the Preamble X(v) to RRs of Ex-TFAI

## RECRUITMENT RULES FOR THE POST OF DUPLICATING OPERATOR (GESTENER OPERATOR)

1. Designation of the post : Duplicating Operator (Gestner Operator)
2. Classification : Group "C"
3. Scale of pay : Rs.25000-85000
4. Whether Selection or non-selection post : Non-Selection
5. Upper age limit for Direct Recruits : 27 years
6. Qualification & Experience : Middle School Standard Pass  
Proficiency in handling the Gestetner Machine
7. Whether Columns 5 & 6 shall apply for promotion : No
8. Period of probation : Two years
9. Method of recruitment : By promotion failing which by direct recruitment
10. Grades from which promotion/ deputation/ transfer to be made : Promotion  
Sr.Attendant with one year's service and experience in handling the Gestner Machine.  
Attendant with two years service in the grade with experience in handling the Gestner Machine.
11. Selection Committee : As per the Preamble X(v) to RRs of Ex-TFAI

**Sanctioned Strength:1-1=0  
(Abolished)**

RECRUITMENT RULES FOR THE POST OF LIBRARY ATTENDANT

1. Designation of the post : Library Attendant
2. Classification : Group "D"
3. Scale of pay : Rs. 24000-75000
4. Whether Selection or non-selection post : Non-Selection
5. Upper age limit for Direct Recruits : N.A.
6. Qualification & Experience : N.A.
7. Whether Columns 5 & 6 shall apply for promotion : N.A.
8. Period of probation : Two years
9. Method of recruitment : By promotion
10. Grades from which promotion/ deputation/ transfer to be made : Promotion  
Promotion of Attendant/ Sr.Attendant who have rendered at least at two/one years service respectively in that capacity.  
**Ammended vide O.M. dated 29.3.2010 w.e.f. 26.6.09**  
Grades from which promotion/deputation/ transfer to be made:  
Promotion of Attendant/Sr.Attendant who have rendered 8 years service in the grade.
11. Selection Committee : As per the Preamble X(v) to RRs of Ex-TFAI

## GENERAL CADRE

## RECRUITMENT RULES FOR THE POST OF SENIOR ATTENDANT

1. Name of the post : Sr.Attendant
2. Scale of Pay : Rs. 24000-75000
3. Whether selection post or non selection post : Non-Selection
4. Upper age limit for Direct Recruits : Not applicable
5. Educational qualifications required for Direct Recruits : Not applicable
6. Experience required for Direct Recruits : Not applicable
7. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. : Not applicable
8. Method of recruitment : By promotion from departmental candidates with 8 years service as Attendant
9. Composition of DPC : X(v)



## RECRUITMENT RULES FOR THE POST OF ATTENDANT

- |     |  |   |  |
|-----|--|---|--|
| 1.  | Designation of the post                                      | : | Attendant                                  |
| 2.  | Classification   | : | Group "D"                                  |
| 3.  | Scale of pay   | : | Rs.23500-71000                             |
| 4.  | Whether Selection or non-selection post                      | : | N/A  |
| 5.  | Upper age limit for Direct Recruits                          | : | 27 years                                   |
| 6.  | Qualification & Experience                                   | : | Middle School Standard Pass                |
| 7.  | Whether Columns 5 & 6 shall apply for promotion              | : | N.A.                                       |
| 8.  | Period of probation  | : | One year                                   |
| 9.  | Method of recruitment  | : | By direct recruitment                      |
| 10. | Grades from which promotion/ deputation/ transfer to be made | : | N.A.                                       |
| 11. | Selection Committee  | : | As per the Preamble X(v) to RRs of Ex-TFAI |

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