



India Trade Promotion Organisation
(A Government of India Enterprise)
Pragati Maidan, New Delhi-110 001

No. 4-ITPO(20)/E-I/2015

Date : 20.02.2016

Applications are invited for following posts by Direct Recruitment:

- (A) **5 regular posts of Assistant (Accounts) (4 for 'OBC' & 1 for ST category) in the pay-scale of Rs.11600-28360 (IDA pattern). (2 for headquarters, 1 each for Regional offices Mumbai, Kolkata, Chennai):**

Eligibility Criteria for the post of Assistant (A/cs):

1. **Upper age limit for Direct Recruits:** 28 years (Relaxable to 3 years for OBCs & 5 years for STs)
2. **Educational qualifications: Essential:** (i) B.Com. (2nd Division) (ii) Working knowledge of Computer applications
3. **Experience: 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.

- (B) **5 regular posts reserved for SC category (backlog) of Junior Assistant (General Cadre) in the pay-scale of Rs.10800-24270 (IDA Pattern):**

Eligibility Criteria for the post of Junior Assistant (GC):

1. **Upper age limit for Direct Recruits:** 27 years (Relaxable to 5 years for SCs)
2. **Educational Qualifications: Essential:** (i) Bachelor's Degree (at least with 2nd Division) (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer or Typewriter. (Preference will be given to candidates, having higher Computer Application Skills)
3. **Experience: Essential:** 2 years experience as Typist in Government/ Public Sector/ reputed Private Sector organisations.
4. **Written Test:** Objective type on General Awareness, Numerical Ability, Reasoning ability and Elementary English/Hindi.

Note: Age and experience will be reckoned as on the closing date of receipt of applications.

Personal Details containing: (i) Name; (ii) Father's Name; (iii) Date of Birth; (iv) Whether OBC/SC/ST; (v) Permanent Address; (vi) Postal Address; (vii) Telephone/Mobile No. (viii) Nationality (ix) Educational Qualification (x) Experience; (xi) E-mail id.

Applications completed in all respects must reach Sh. Surinder Kumar, Manager (Admn), India Trade Promotion Organisation, Room No. 228, Pragati Bhawan, Pragati Maidan, New Delhi-110 001 **within 30 days** from the date of publication of this advertisement alongwith self attested recent photograph, photocopies of certificates/testimonials duly self attested, failing which the application will be rejected. Those working in Central/State Government Offices/PSUs must apply through proper channel. The application of the candidates working in Central/State Government Offices/PSUs received directly will not be entertained. Only SC/ST candidates residing outside Delhi, called for test/interview will be reimbursed 1st Class *to and fro* rail or bus fare by the shortest route, subject to production of ticket(s), provided they are not already working in Public Enterprise or Central/State Govt. service. ITPO will not be responsible for non-receipt of any communication sent to the candidates due to postal/non-delivery or delay or loss in transit. ITPO reserves the right to short list and/or to reject any or all the applications without assigning any reason. Mere fulfilling the criteria will not vest any right in the candidate for being called for the written test. In case, it is found at any stage that a candidate does not fulfill the eligibility criteria and/or that he has furnished any incorrect/false information/certificate/ documents or has suppressed any material information, his candidature will stand cancelled. If any of these shortcomings are detected even after appointment, his services are liable to be terminated. The above advertisement is also available at our website: www.indiatradefair.com