

**CIRCULAR****Filling up of the post of Officer on Special Duty OSD(Admin.) on deputation basis in ITPO.**

India Trade Promotion Organisation is a public sector undertaking under the administrative control of Ministry of Commerce and Industry, Govt of India. It is a nodal agency for trade promotion of the country and maintains state-of-the art exhibition complex, popularly known as Pragati Maidan, in New Delhi. Presently, plans are afoot to redevelop the complex.

2. It is proposed to fill up one post of Officer on Special Duty (Administration) in ITPO initially for a period of three years on deputation basis. The post is at the level of General Manager (43200-66000- IDA E-7 scale). ITPO does not provide residential accommodation to the incumbent. Perks and allowances to the incumbent shall be regulated in accordance with the DOPT/DPE orders. The post is at the level of Director in Government of India. The post of OSD(Admn.) is very crucial and has important nature of responsibilities in HR and Admin. The eligibility requirements of the post are as follows:

- (a) The officer should hold the post in the pay scale of 37400-67000 with Grade Pay of Rs 8700 (Central DA Pattern).
- (b) Should have a wide range of experience in the area of HR and Administrative functions.
- (c) Should also have experience in organizing big events/celebrations involving VIPs.
- (d) Should be clear from vigilance angle.

3. The above vacancy may be widely circulated and applications, as per enclosed format, from willing and suitable officers with vigilance clearance, integrity certificate and attested copies of PARs for last five years may be forwarded to ITPO by **3<sup>rd</sup> June, 2016** for consideration. Terms of deputation will be as per Government of India/DPE guidelines.

**Contd.....2**

4. Applications not forwarded through proper channel and not accompanied with vigilance clearance/integrity certificate and attested copy of PARs for the last five years will not be considered.

Yours faithfully,

**(D.K. Jain)**  
**Dy. General Manager (Admin.)**

**Encl: Format**

All Ministry/Departments of Govt. of India

All Chief Secretaries of the State Government

**APPLICATION FOR THE POST OF OFFICER ON SPECIAL DUTY (ADMIN.)  
IN INDIA TRADE PROMOTION ORGANISATION**

1. Name & Address :
2. Contact No. :
3. Date of Birth :
4. Date of Superannuation :
5. Service Cadre to which belongs :
6. Complete Address of the Cadre Controlling Authority, and the custodian of PARs in respect of the Officer :
7. Educational Qualifications :
8. Details of Employment in chronological order.

***(Enclosed a separate sheet, duly authenticated, if space below is insufficient.)***

Office/Institution/ Organisation	Post held	from	To	Scale of Pay	Nature of Duties
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9. Cadre Controlling Authority :
10. Additional Information, if any, which you would like to mention in support of your suitability for the post. If the space is insufficient, enclose a separate sheet.

Place:

Date :

Signature of the candidate