



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

No. 4-ITPO(22)/E-I/2019

Date : 30.01.2020

India Trade Promotion Organisation (ITPO) proposes to engage **Consultant (Company Secretary)** in ITPO at a consolidated remuneration of Rs.40,000/- initially for a period of one year, extendable further two year as per requirement of ITPO::

Age: 35 Years as on 01.02.2020

Educational Qualification:

Essential Qualification: Company Secretary by Institute of Company Secretaries of India.

Desirable: LLB

Experience: Candidate must have 2 years experience in the Company Secretarial Department or in C.S. Firm. Having complete practical knowledge of Corporate Law which include Company Law etc.

General Terms & Conditions:

1. The period of contract shall be for a period of one year from the date of joining, extendable further two year as per requirement of ITPO.
2. Consultant will be paid consolidated remuneration of Rs.40,000/- (Rupees Forty Thousand only) per month minus TDS, as applicable.
3. Consultant will not be entitled to claim any benefit from ITPO, such as, earned leave, medical leave, medical reimbursement, hospitalization expenses, leave Travel Concession, CPF, HRA or advance or any kind etc. as per relevant prevalent Rules of ITPO as amended from time to time.
4. During the period of contract the Consultant will be entitled to claim one day Casual Leave during the period of 45 days subject to approval of the Competent Authority.
5. In case of absence from duty over and above the leave permissible, proportionate amount from remuneration will be deducted for the period of absence.
6. Consultant will be responsible for all the duties assigned to him/her by ITPO.
7. Working hours shall normally be from 10.00 a.m. to 6.00 p.m. during working days including half an hour lunch break in between. However, in exigencies of work, he/she may be required to sit late and may be called on Saturdays/Sundays and other Gazetted Holidays also.
8. Consultant will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorized person (s) any information/data that may be supplied to them during the period of engagement as "Consultant" in India Trade Promotion Organisation (ITPO). All such documents will be property of the ITPO.
9. The Consultant will complete the assigned task within the stipulated period as per requirement of ITPO. He/She will not take up any assignment or contract which conflicts the interest of the ITPO in this matter elsewhere during the period of contract in ITPO.
10. The period of contract will not confer any claim or right for subsequent engagement/ employment with ITPO at a later date.
11. The contract may be terminated at any time by the ITPO without assigning any reason by giving a month's notice. Similarly, the Consultant may also disengage after giving notice for a similar period. In case ITPO terminates the contract without giving one month notice, one month remuneration shall be payable.
12. In case of any differences or dispute arising out of or in connection with this engagement, decision of CMD, ITPO will be final and binding.

Candidates meeting the above criteria may send their applications in the given format Self attested photocopies of the following documents are to be attached with the application. The original certificates shall be required to be presented at the time of interview.

- (i) Matriculation / Secondary Certificate as proof of birth.
- (ii) Mark Sheet / Certificate in support of all educational qualifications and experience.
- (iii) Caste Certificate.

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

Applications completed in all respects must reach Sh. Chandi Prasad Maithani, Deputy Manager (Admn), India Trade Promotion Organisation, Administration Division (E-I Section), Hall No.9 (Upper), Pragati Bhawan, Pragati Maidan, New Delhi-110 001 latest by **14.02.2020**.