



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

No. 9-ITPO(21)/E-I/1998 Vol-III

Date : 01.10.2016

(A) Invites applications exclusively from Persons with Disabilities (PWD) for recruitment to the following posts:

Name of post	Pay Scale	No. of posts	Category & type of disability	Maximum age as on last date of receipt of applications
Deputy Manager (General Cadre)	Rs.16400-40500 (IDA pattern)	1 (One)	(HH) Hearing impairment with hearing disabilities of 40 percent and above.	30 years for General 35 years for SC/ST 33 years for OBC (10 years additional age relaxation for Person with Disabilities)

Educational Qualification for the post of Deputy Manager (General Cadre):

Essential Qualification: Bachelors Degree from recognized University/Institute in Arts, Science or Commerce / Engineering/ Management from a recognised University / Institute with 55% marks.

- 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.

Experience:

Desirable: 2 years supervisory experience

Name of post	Pay Scale	No. of posts	Category & type of disability	Maximum age as on last date of receipt of applications
Senior Assistant	Rs.12300-31340 (IDA pattern)	1 (One)	(VH) Visually impairment with visual disabilities of 40 percent and above.	27 years for General 32 years for SC/ST 30 years for OBC (10 years additional age relaxation for Person with Disabilities)

Educational Qualification for the post of Senior Assistant:

Essential Qualification: (i) Bachelor's Degree with at least 2nd Division from a recognize university
(ii) Knowledge of computer applications

Desirable:

- a. Sr. Asstt.(Exhibition) :** Diploma in Foreign Trade/ Mktg. Management/ Market Research from a recognised University/ Institution
b. Sr. Asstt.(Admn.): Diploma in Personnel Management/ Public Administration.
- Knowledge of foreign languages, other than English

Experience: 3 years experience (except specifically mentioned) in

- Sr. Asstt.(Exhibition):** marketing, market research, export promotion
- Sr. Asstt.(Admn.):** Administration/ Personnel Management
- Sr. Asstt.(Caretaking):** Looking after Building/Estates or
- 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
- Sr. Asstt.(Library):** Responsible capacity in a Library of standing.
- Sr. Asstt.(Protocol):** Tourism/ International conferences/ Seminars/ Workshops
- Sr. Asstt.(Shipping):** Shipping/handling & clearance insurance in
- Sr. Asstt.(Stores):** Preference will be given to those having 1 years experience in relevant field.
- Sr. Asstt.(Confidential):** Vigilance work covering disciplinary proceedings/ investigations cases

in Government/ Public Sector/ reputed Private Sector organisations, preferably in the field of exhibitions.

Special Conditions:

1. Only such persons, who have suffered not less than 40% relevant disability, are eligible to be considered as per the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995.
2. Persons with Disabilities are required to furnish Medical Certificate issued by the Competent Authority in proof of their disability.
3. Eligible candidates will be permitted to engage Scribe in accordance with the norms prescribed in this regard and they have to make their own arrangements for the same.
4. Candidates opt for engaging their own Scribe should indicate the same while submitting their application.

General Terms and Conditions:

1. All qualifications should be from Universities/Institutions recognized and approved in India.
2. All computations of age / minimum experience requirement shall be done w.r.t. the last date of receipt of applications as mentioned in the advertisement. The date of declaration of result / issuance of marks sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account. Post qualification executive experience on a post / level, wherever applicable, shall be counted only from the said date onwards.
3. Wherever CGPA/OGPA/DGPD or Letter Grade in a degree / diploma is awarded, its equivalent percentage of marks must be indicated in the application form as per norms adopted by University / Institute. Please also obtain a certificate to this effect from the University / institution in which studies indicating the specialization.
4. In order to restrict the number of candidates to be called for interview and/or screening test, if so required, the Management reserves the right to raise the minimum eligibility standards / criteria. Management may also relax / lower the qualifying standards / criteria in case suitable candidates are not available.
5. Depending on the requirement, ITPO reserves the right to cancel / restrict / curtail / enlarge / modify the number of vacancies and recruitment process, if deemed necessary in the interest of Organisation, with any further notice and without assigning any reason thereof. ITPO is not liable to compensate the applicant for consequential damages, if any.
6. While applying, the applicant should ensure that he / she fulfill the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished and correct in all respect. In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact (s), his / her candidature will stand automatically cancelled. If any of the above shortcomings(s) is / are detected even after appointment, his / her services are liable to be terminated without any notice.
7. Any canvassing directly or indirectly by the applicant will disqualify his / her candidature.
8. Eligible outstation candidates appearing in selection tests shall be reimbursed second class Rail / Bus fare by the shortest route from the given address of communication as per rules on production of original tickets.
9. Candidates working in Government / Semi-Government organizations / PSUs are required to produce 'No Objection Certificate' at the time of interview.
10. 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.
11. ITPO reserves the right to short list and/or to reject any or all the applications without assigning any reason.
12. Mere fulfilling the criteria will not vest any right in the candidate for being called for the written test.

Personal Details containing: (i) Name; (ii) Father's Name; (iii) Date of Birth/Age as on 01.07.2016; (iv) Whether General/OBC/SC/ST (v) Category of disability with percentage (vi) Whether belongs to minority (Yes/No) (vii) Permanent Address; (viii) Postal Address; (ix) Telephone/Mobile No. (x) Nationality (xi) Educational Qualification (xii) Experience; (xiii) 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. The above advertisement is also available at our website: www.indiatradefair.com

Note: Interview is applicable in Group 'A' post.

The envelope containing the application form must be superscripted as **“APPLICATION FOR THE POST OF _____ IN ITPO UNDER SPECIAL RECRUITMENT DRIVE FOR PWDs”**

(B) Contractual Appointment: Two Hindi Translators

India Trade Promotion Organisation (ITPO) proposes to engage **two Hindi Translators** on contractual basis at a consolidated remuneration of Rs.26,500/- initially for a period of one year.

Age: Not exceeding 56 years for contractual appointment.

Educational Qualification:

Essential Qualification:

- (i) Bachelor's degree at least 2nd Division with Hindi and English as main subjects and recognized Diploma Certificate course in translation from Hindi to English and vice-versa.
- (ii) Full knowledge of Hindi and English language
- (iii) One year certificate course in Public Relation and translation work from any recognized institute.

Desirable:

Knowledge of Computer Application and working knowledge of Hindi and English.

Experience:

3 years experience in translation work from Hindi to English and vice-versa in Government/Public Sector/reputed Private Sector organisations, preferably in the field of exhibitions

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. (xi) Whether SC/ST/OBC/GEN;

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.

The candidates have to appear for an interview at their own expense. ITPO reserves the right to short list and/or to reject any or all the applications without assigning any reason. ITPO will not be responsible for any postal delay / loss in transit in submission of documents within specified time.

The above advertisement is also available at our website: www.indiatradefair.com