



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

No. 4-ITPO(2)/E-I/2016

Date : 16.04.2016

India Trade Promotion Organisation (ITPO) proposes to engage technical / professionals '**Interns**' in ITPO at a consolidated remuneration of Rs.40,000/- initially for a period of one year which can be extended for a further period of one year:

Age: 28 Years as on 01.04.2016.

Educational Qualification:

Essential Qualification: Post Graduation from a recognised University/Institute with 55% marks.

Preferred Qualification: MBA, MBA (Logistic), MCA, M.Tech, CA, ICWA, CS from a recognised University/Institute with 55% marks.

Work Profile: 'Interns' shall be responsible for drafting of proposals, exploring existing policies, rules and regulations and suggest course of action to improve marketing of ITPO premises/events in India/abroad. Further they will also work as ITPO's nodes for recording of activities, monitoring and supervision of implementation of various activities. They shall be working under the HoDs concerned.

General Terms & Conditions:

1. 'Interns' shall be engaged by ITPO for a period of 12 months including intervals, if any. They shall be given fixed amounts as stipend. ITPO may relieve any Intern after giving a month's notice. Similarly, an 'Intern' may leave after giving 30 days notice. These 'Interns' may be considered for another term of one year.
2. Interns shall be required to execute a bond for engagement with ITPO for 12 months, and shall undertake to refund entire remuneration paid to them if they leave ITPO before the identified term. This will, however, not apply, if Interns leave after due notice as indicated above.
3. Only Indian Nationals are eligible to apply.
4. All qualifications should be from the Universities / Institutes, recognized by the UGC/AICTE or appropriate statutory / regulatory bodies, wherever applicable.
5. 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.
6. Depending on the requirement, the Company reserves the right to cancel / restrict / curtail / enlarge in the interest of the Company, without any further notice and without assigning any reason thereof. ITPO is not liable to compensate the applicant for consequential damages if any.
7. 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 are 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 engagement may be terminated without any notice.
8. The mere fact that a candidate has submitted the application against the advertisement would not bestow on him / her right to be definitely called for interview / considered further for selection process.
9. Any canvassing directly or indirectly by the applicant will disqualify his / her candidature.
10. ITPO will not be responsible for any postal delay / loss in transit in submission of documents within specified time.
11. While ITPO will exercise due care to avoid errors in the conduct in all stages of the selection process, it shall not take responsibility for any error as may inadvertently occur in the process.
12. **All information regarding this selection process would be made available in the "Recruitment" section of ITPO website only. Applicants are advised to check the website periodically for important updates.**

How to apply :

Interested Interns meeting the above criteria may send their applications in the given format along with a fee of Rs.100/- (non-refundable) by DD/Postal Order in favour of India Trade Promotion Organisation, payable at New Delhi. The application fee shall not be applicable for SC/ST/OBC/differently-abled applicants. 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. Surinder Kumar, Manager (Admn), India Trade Promotion Organisation, Room No. 228, Pragati Bhawan, Pragati Maidan, New Delhi-110 001 latest by 20.05.2016. The above advertisement is also available at our website: www.indiatradefair.com