



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

No. 4-ITPO(11)/E-I/2015 Vol-I

Date 25.04.2018

India Trade Promotion Organisation (ITPO) invites applications for the following posts by direct recruitment/deputation:

(A) Senior Manager (Finance & Accounts): One – by Deputation

Pay-scale: Rs.32900-58000 (IDA pattern) (pre-revised)

Eligibility Criteria:

Age: Not exceeding 56 years.

Age and Experience: Age and experience will be reckoned as on the closing date of receipt of application. Experience will be reckoned on post-qualification basis.

Educational Qualification: Essential:

(i) Associate membership of Institute of Cost and Works Accountants of India/ Institute of Chartered Accountant

(ii) Working knowledge of Computer applications.

Experience: Essential: 10 years managerial experience in Finance/ Accounts in Government/ Public Sector/ reputed Private Sector Organisations, preferably in the field of exhibitions.

ITPO does not provide residential accommodation to the incumbent. Perks and allowances applicable to IDA scales will not be applicable to the incumbents whose parent cadre scale is CDA scale. Exemption from the rule of 'immediate absorption' by the Department of Public Enterprises has been requested.

(B) Senior Manager (Security): One (Unreserved) – by Direct Recruitment

Pay-scale: Rs.32900-58000 (IDA pattern) (pre-revised)

Eligibility Criteria:

Upper age limit: 40 years- relaxable upto 5 years for ex-servicemen.

Minimum height: Male: 165 cms, Female: 157 cms. (A certificate from Medical Officer may be attached)

Educational qualifications: **Essential :** Bachelor's Degree from a recognised University.

Desirable: Knowledge of foreign languages, other than English.

Experience: 10 years experience in Armed forces/ CRP/ CISF/ Police/ BSF/ Other para-military organisations or Security in Government/ Public Sector organisations, out of which at least 7 years should have been at supervisory level, preferably in the field of exhibitions.

(C) Manager (Security) : One (Unreserved) - by Direct Recruitment

Pay-scale : Rs.24900-50500 (IDA pattern) (pre-revised)

Eligibility Criteria:

Upper age limit: 35 years- relaxable upto 5 years for ex-servicemen.

Minimum height: Male: 165 cms, Female: 157 cms. (A certificate from Medical Officer may be attached)

Educational qualifications: **Essential:** Bachelor's Degree from a recognised University.

Desirable: Knowledge of foreign languages, other than English.

Experience: 7 years experience in Armed forces/ CRP/ CISF/ Police/ BSF/ Other para-military organisations or Security in Government/ Public Sector organisations, out of which at least 4 years should have been at supervisory level, preferably in the field of exhibitions.

Note: Age and experience will be reckoned as on the closing date of receipt of applications. Experience will be reckoned on post-qualification basis.

Relaxation in upper age limit for SCs/STs/OBCs/Physically Handicapped/Ex-Serviceman will be as per Government rules.

Application giving information on A-4 size paper may be submitted. Personal Details: (i) Name; (ii) Father's Name (iii) Date of Birth/Age on closing date of application (iv) Category (whether SC/ST/OBC/PH/General) (v) Permanent Address (vi) Postal Address (vii) Telephone/Mobile No. (viii) E-mail id (ix) Nationality (x) Educational Qualification (xi) Experience specifying the name of the Organisation, Post held from time to time indicating the pay-scale and duration of the post; (xii) Present post held (xiii) Pay-scale (IDA/CDA with GP) (xiv) Present Basic Pay (xv) Present Organisation/Department. A passport size self attested photo on top right hand corner on application form must be pasted.

Applications completed in all respects must reach to Senior Manager (Administration), India Trade Promotion Organisation, Pragati Maidan, New Delhi-110 001 within **60 days from the date of publication of this advertisement** alongwith recent photograph, photocopies of certificates/testimonials duly self attested. Those working in Central/State Government Offices/PSUs must apply through proper channel or produce a 'No Objection Certificate' at the time of interview failing which he/she will not be interviewed. The application of the candidates working in Central/State Government Offices/PSUs received directly, will not be entertained. The candidates have to appear for an interview/test 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 non-receipt of any communication sent to the candidates due to postal/non-delivery or delay or loss in transit. ITPO reserves the right not to fill the post without assigning any reason. Mere fulfilling the criteria will not vest any right of the candidate for being called for the test/interview.

Application fee: Fee of Rs.500/- (non-refundable) (SC/ST candidates are exempted) may be submitted by Demand Draft/Indian Postal Order (crossed) drawn in favour of India Trade Promotion Organisation, New Delhi alongwith the application. **Fee is not applicable in the case of deputation post.**

In case, it is found at any stage that a candidate does not fulfill the eligibility criteria and/or that he/she has furnished any incorrect/false information/certificate/ documents or has suppressed any material information, his/her candidature will stand cancelled. If any of these shortcomings are detected even after appointment, his/her services are liable to be terminated.

Vacancies may vary depending upon future requirement. Interview is applicable in Group 'A' post.

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