



**File No.4-ITPO(1)/E-I/2018**

**Date 25.09.2018**

**India Trade Promotion Organisation (ITPO) invites applications for filling up one post of Senior Manager (Finance & Accounts) by deputation in the Pay Scale of Rs.80000-220000 (IDA pattern):**

**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/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.

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

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 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.

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.