

File No. 4-ITPO (13)/E-I/2023
India Trade Promotion Organisation
(Administration, E1)

30.01.2024

Circular No. Admin/ 8 /2024

Subject: Filling up the post of General Manager (Bharat Mandapam-Coordination) on deputation basis

India Trade Promotion Organisation (ITPO) is a Public Sector Undertaking under the administrative control of the Department of Commerce. The redeveloped project of India Trade Promotion Organisation (ITPO) has led to creation of a state-of-the-art Convention Centre and seven modern Exhibition Halls. The newly redeveloped complex has been rechristened as "Bharat Mandapam". The total constructed area after the new development has increased from 65,000 sq. mtrs. to 1,50,000 sq. mtrs. approximately. It is expected that the newly built Bharat Mandapam Complex will act as the venue for various high scale national and international events in future.

2. There is a need of an officer who will majorly deal with coordination related matters of Bharat Mandapam, is fairly experienced in working with various agencies, capable of multi-tasking, skilled in coordination across multiple agencies and should have requisite seniority and authority to get tasks completed in a time bound manner. To fulfil the same, it is proposed to fill up one post of General Manager (Bharat Mandapam-Coordination) in ITPO initially for a period of three years on deputation basis. The post is at the level of General Manager (100000-260000 - IDA E-7 scale). ITPO provides residential accommodation only on the availability of ITPO's flats to the incumbent. The terms of deputation and allowances payable to the incumbent shall be regulated in accordance with the DOPT/DPE guidelines. Perks & Allowances as applicable to IDA Scales will not be applicable to incumbent whose parent cadre scale is CDA scale. The post is at the level of Director in Government of India. The eligibility requirements of the post are as follows:

Name of the post	Number of vacancy	Eligibility/Qualification Criteria
General Manager (Bharat Mandapam-Coordination)	1(one)	1. Officers of AIS/CSS/Other Cadres including Armed Forces/Paramilitary Forces, etc.: i. Holding post in Level-13 of Pay Matrix on regular basis in the parent cadre/ department; or ii. 5 years regular service in Level-12 of the Pay

Contd/-

Name of the post	Number of vacancy	Eligibility/Qualification Criteria
		<p>Matrix in the parent cadre/ department; or</p> <p>iii. 10 years combined regular service in Level-12 and Level-11 of the Pay Matrix in the parent cadre/department.</p> <p>2. Should have experience in the area of HR and Administrative functions.</p> <p>3. Should be clear from vigilance angle.</p> <p>4. Additional experience in trade/industry will be preferred</p>

3. The applications in the enclosed format from interested and eligible officers may be forwarded to the undersigned along with vigilance clearance, integrity certificate and APARs for the preceding five years within 10 days of the date release of advertisement for consideration.

4. Applications not forwarded through proper channel and not accompanied by vigilance clearance, integrity certificate and attested copies of APARs for the preceding five years will not be considered.


(Col. Pushpam Kumar, SM)
OSD (Admn.)

Encl: Format

INDIA TRADE PROMOTION ORGANISATION

APPLICATION FOR THE POST OF GENERAL MANAGER (BHARAT MANDAPAM-COORDINATION) ON DEPUTATION BASIS

1. Name:
2. Father's/Spouse name:
3. Present post held:
4. (i) Pay scale(IDA)/Pay matrix (CDA):

(ii) Present basic pay:
5. Present organisation/Department:
6. Cadre controlling authority and address:
7. Date of Birth/Age as on the closing date of receipt of applications:
8. Permanent address/Correspondence address:
9. Educational qualifications:
- 10.Experience specifying the name of organisation, post held from time to time indicating the pay scale and duration of the post(please attach separate sheet if required):
- 11.Telephone no. /Mobile no.:
- 12.E-Mail ID:
- 13.Any other relevant information:

Place:

Signature:

Date: