

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

30.01.2024

Circular No. Admin/7 /2024

Subject: Filling up the post of General Manager (Bharat Mandapam-Facility Management) 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. The maintenance and operations of these modern buildings, specifically the Convention Centre is a very complex process and needs to be attended to meticulously. The expansion, inclusive of the newly constructed Convention Centre within the Bharat Mandapam, has elevated the scale and frequency of events hosted there and a notable surge in workload at ITPO.

2. There is a need of an officer who will majorly deal with overall facility management of Bharat Mandapam including ensuring quality of infrastructure, support functions, equipment are operational and functioning properly, overseeing the availability of facilities and support systems, smooth operations, maintenance etc. The officer should also have requisite seniority and authority to get tasks completed in a time bound manner, should be fairly experienced in working with various agencies, capable of multi-tasking. To fulfil the same it is proposed to fill up one post of General Manager (Bharat Mandapam-Facility Management) 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:

Contd)-

Name of the post	Number of vacancy	Eligibility/Qualification Criteria
General Manager (Bharat Mandapam-Facility Management)	1(one)	<ol style="list-style-type: none">1. Officers of AIS/CSS/Other Cadres including Armed Forces/Paramilitary Forces, etc. :<ol style="list-style-type: none">i. Holding post in Level-13 of Pay Matrix on regular basis in the parent cadre/ department; orii. 5 years regular service in Level-12 of the Pay Matrix in the parent cadre/ department; oriii. 10 years combined regular service in Level-12 and Level-11 of the Pay Matrix in the parent cadre/ department.2. Should also have experience in organizing big events involving VIP visits.3. Should be clear from vigilance angle.4. Additional experience in Hospitality Management will be preferred.

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.

Pushpa 30/01
(Col. Pushpam Kumar, SM)
OSD (Admn.)

Encl: Format

INDIA TRADE PROMOTION ORGANISATION

APPLICATION FOR THE POST OF GENERAL MANAGER (BHARAT MANDAPAM-FACILITY MANAGEMENT) 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: