

File No. 4-ITPO (12)/E-I/2023  
**India Trade Promotion Organisation**  
(Administration, E1)

05.12.2023

Circular No. Admin/67/2023

**Subject:** Filling up the post of Deputy General Manager (Food & Beverages (F&B)) in ITPO on deputation basis.

India Trade Promotion Organisation (ITPO) is a Public Sector Undertaking under the administrative control of the Department of Commerce. It has recently completed the ambitious project of redevelopment of Pragati Maidan Complex. The redeveloped project 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". 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. It is established that hospitality is an integral part of any modern MICE complex. Accordingly, world class F&B facilities/opportunities, strategising the measures to improve hospitality are an absolute necessity. To fulfil the same there is a requirement of a Deputy General Manger level officer.

2. It is proposed to fill up one post of Deputy General Manager(F&B) in ITPO in the pay scale of Rs. 90,000-2,40,000(IDA)(E6) initially for a period of three years on deputation basis. However, ITPO does not provide residential accommodation to the incumbent. Perks & Allowances as applicable to IDA Scales will not be applicable to incumbent whose parent cadre scale is CDA scale. The qualifications/experience for the post is as follows:

Name of the post	No. of post	Educational Qualification	Experience	Maximum Age
Deputy General Manager (F&B)	One	<b>Essential</b> : Post graduate degree or equivalent from a UGC recognized/AICTE accredited	Officers holding Class I post or equivalent with minimum 20	Not exceeding 56 years as on closing

contd-

Name of the post	No. of post	Educational Qualification	Experience	Maximum Age
		University/Institution  <b>Desirable:</b> Degree/Diploma in the field of Hotel Management/Hospitality Management/ Travel and Tourism or equivalent from a government recognized institute.	years in managerial capacity in the Hospitality Industry in Government /Public Sector preferably related to exhibitions.	date of the receipt of application

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.

Yours sincerely,



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

Encl: Format

**INDIA TRADE PROMOTION ORGANISATION**

**APPLICATION FOR THE POST OF DGM (F&B)**

1. Name:
2. Father's/Husband's 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 in 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:

Date:

Signature