

File No. Admin-11042(11)/2/2023-ADMN-ITPO
INDIA TRADE PROMOTION ORGANISATION

Application for the position of Young Professional/Young Professional (Finance)

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Note:

- i. Please tick the position applied for
- ii. If needed, enclose separate sheet(s).

1. Name in Full (in Block Letters): _____
2. Father's/Husband's Name: _____
3. Date of Birth (DD/MM/YYYY)(as per mark sheet/certificate of class 10th): _____
4. Age as on last date of application : _____ Years _____ Months _____ Days
5. Gender : _____
6. Nationality: _____
7. Category (UR/SC/ST/OBC/PwD): _____
8. Correspondence Address: _____

9. Permanent Address: _____

10. Contact No. & Email ID: _____
11. Educational/Professional Qualifications in chronological order (Secondary/10th onwards):

Name of University/ Board/Institution/ College	Month & Year of Passing	Stream and/ Subject/s	Marks Obtained /Total Marks	Percentage, Grade & Division

12. Post qualification Work Experience in relevant fields in chronological order:

Name & Address of Employer	Designation and nature of appointment (Regular/Ad-hoc/Contract etc.)	Period of service (from - to in DD/MM/YY)	Total tenure (in Years and months)	Nature of work/duties/responsibilities	Is the experience relevant to the position applied? (Yes/No)

13. Whether presently working? If yes, please give details: _____

14. Desirable Qualifications/Experience, if any, as mentioned in the Advertisement against the respective position:

Desirable Qualifications/Experience	Yes/No	If yes, details thereof
<u>Young Professional</u> Work experience relating to Project Management, Project Monitoring and Evaluation, Operations & Maintenance, Contract Management, Information Technology, Procurement/Tender Management, IT, HR, Marketing		
<u>Young Professional(Finance)</u> i. Relevant post qualification work experience relating to Finance and Accounts preferably in Govt./State Govt. /CPSE /Autonomous Body/ University /Research Institution. ii. Knowledge of Computer Applications in accounting practices.		

15. Please indicate/furnish:

i. If there is any Vigilance/Disciplinary Case/Criminal case, in any department or Court of Law, contemplated/pending/concluded in past. If yes, please provide details.

ii. List of major/minor/other penalties imposed or warning during the entire service/contract period (as the case may be).

16. Languages known:

Language				
Read				
Speak				
Write				
Type				

17. Self-attested copies of relevant documents/certificates/mark sheets/category certificate etc. attached. Yes /No

18. Any other relevant information: _____

DECLARATION

I _____ hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief.

I understood that this position is purely on a contractual basis and if it is found that any particular(s)/documents furnished by me is/are incorrect or suppressed, my candidature will be rejected at any stage; during or after selection process and engagement made, if any, will liable to be terminated without any notice.

I acknowledge and accept all the terms and conditions of engagement of Young Professional/ Young Professional (Finance) in ITPO on a contractual basis as mentioned in the advertisement File No. Admin-11042(11)/2/2023-ADMN-ITPO dated 25th June 2024.

Place:

Signature of Candidate:

Date:

Name of the Candidate: