



**India Trade Promotion Organisation**  
(A Government of India Enterprise)  
Pragati Bhawan, Pragati Maidan, New Delhi-110 001(India)

No. 4-ITPO(20 )E-I/2015

Date : 04.11.2017

Applications are invited from the eligible candidates for filling up of one post of **Assistant (Accounts) reserved for Scheduled Tribe (ST)** in the pay-scale of Rs. 11600-28360 (IDA Pattern) (pre-revised) for ITPO's **Regional Office, Chennai.**

**Eligibility Criteria for the post of Assistant (A/cs):**

1. **Upper age limit** : 33 years (including relaxation) (For STs only)
2. **Educational qualifications: Essential:** (i) B.Com. (2<sup>nd</sup> Division)  
(ii) Working knowledge of Computer applications
3. **Experience: Essential:** 2 years experience in Finance/Accounts in Government/ Public Sector/ reputed Private Sector Organisations.

**Note:** Preference will be given for experience in Government/PSUs.

**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 containing:** (i) Name; (ii) Father's Name; (iii) Date of Birth; (iv) Category (only for ST); (v) Permanent Address; (vi) Postal Address; (vii) Telephone/Mobile No. (viii) Nationality (ix) Educational Qualification (x) Experience; (xi) E-mail id. (xii) Signature of applicant with date and self attested photo on right top corner.

Applications completed in all respects must reach to Senior Manager (Admn), India Trade Promotion Organisation, Room No. 229, Pragati Bhawan, Pragati Maidan, New Delhi-110 001 **within 30 days** from the date of publication of this advertisement alongwith self attested recent photograph, photocopies of certificates/testimonials, failing which the application will be rejected. Those working in Central/State Government Offices/PSUs must apply through proper channel. The application of the candidates working in Central/State Government Offices/PSUs received directly will not be entertained. Only ST candidates residing outside Delhi, called for test/interview will be reimbursed IInd Class *to and fro* rail or bus fare by the shortest route, subject to production of ticket(s), provided they are not already working in Public Enterprise or Central/State Govt. service. 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 to short list and/or to reject any or all the applications without assigning any reason. Mere fulfilling the criteria will not vest any right in the candidate for being called for the written test. In case, it is found at any stage that a candidate does not fulfill the eligibility criteria and/or that he has furnished any incorrect/false information/certificate/ documents or has suppressed any material information, his candidature will stand cancelled. If any of these shortcomings are detected even after appointment, his services are liable to be terminated. The above advertisement is also available at our website: [www.indiatradefair.com](http://www.indiatradefair.com)

For further details please visit our website: [www.indiatradefair.com](http://www.indiatradefair.com)