



File No. 1-ITPO(1)/E-I/2020  
**INDIA TRADE PROMOTION ORGANISATION**  
(A Government of India Enterprise)

Pragati Maidan, New Delhi  
27 April 2021

**Circular No. Admin/ 19 /2021**

**Subject: Filling up of the post General Manager (Information Systems) in ITPO on deputation basis.**

India Trade Promotion Organisation (ITPO) is a Public Sector Undertaking under the administrative control of the Department of Commerce. ITPO had taken a major initiative for extensive use of IT in its day-to-day operations. The IT functions in the Organisation are continuing. In order to cope with the ongoing work of Information Technology, revamping of Pragati Maidan into a world class International Exhibition-cum-Convention Centre, a General Manager level officer is required in this Organisation.

2. Applications are invited for one post of General Manager (Information Systems) in the pay-scale of ₹100000-260000 (IDA) 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 incumbents whose parent cadre scale is CDA scale. The post has been exempted from the rule of immediate absorption by the Department of Public Enterprises. The qualifications/experience for the post are:-

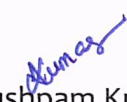
Name of the post	No. of post	Essential Qualification	Experience & Competency	Maximum Age
General Manager (Information System)	One	Any Postgraduate Degree or equivalent from a UGC recognized/AICTE Accredited University/Institution.	i) 12 years' Post-qualification experience in IT strategy, and business operations. ii) Proven experience in IT related role at Senior Management level in a reputed Company. iii) Excellent knowledge of IT Systems and infrastructure. iv) Background in designing/developing IT systems and planning implementation of IT	56 years as on the closing date of receipt of applications

			<p>Solutions.</p> <p>v) In-depth understanding of data analysis, budgeting and business operations with superior analytical and problem-solving capabilities.</p> <p>vi) A strong strategic and business mind-set.</p> <p>vii) In case of Members of AIS or Central Services, he/she be eligible to be appointed as Director/Deputy Secretary in Government of India and involved in the design/implementation of at least three National/State level IT infrastructure/Projects.</p>	
--	--	--	---	--

3. The applications in the enclosed format from interested and eligible officers may kindly be forwarded to the undersigned latest by **12<sup>th</sup> May, 2021** along with vigilance clearance, integrity certificate and APARs for the preceding five years.

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

Yours sincerely,

  
 (Col. Pushpam Kumar, SM)  
 Officer on Special Duty (Admin)

**Encl.: Format**

**INDIA TRADE PROMOTION ORGANISATION**

Application for the post of General Manager (Information System) in  
India Trade Promotion Organisation

- (1) Name: \_\_\_\_\_
- (2) Father's/Husband's Name: \_\_\_\_\_
- (3) Present post held \_\_\_\_\_
- (4) (i) Pay scale (IDA/CDA with GP) \_\_\_\_\_
- (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 the Organisation, post held from time to time indicating the pay scale and duration of the post; (Please attach separate sheet if need be)
- (11) Telephone/Mobile No.: \_\_\_\_\_
- (12) E-mail address : \_\_\_\_\_
- (13) Any other relevant information (Attach separate sheet if need be)

Date : \_\_\_\_\_

(Signature)