



File No.4-ITPO(3)/E-I/2020  
**INDIA TRADE PROMOTION ORGANISATION**  
**(A Government of India Enterprise)**

Pragati Maidan, New Delhi  
07 December 2020

Circular No. Admin/ 42 /2020

**Subject: Inviting applications for the post of Financial Advisor & Chief Accounts Officer (FA&CAO) on Deputation Basis.**

ITPO had taken a major initiative for ongoing work of revamping of Pragati Maidan into a world class International Exhibition-cum-Convention Centre.

2. India Trade Promotion Organisation (ITPO) is a Public Sector Undertaking under the administrative control of the Department of Commerce. ITPO invites applications for filling up of one post of Financial Advisor & Chief Accounts Officer (FA&CAO) on deputation basis.

3. Applications are invited for one post of Financial Advisor & Chief Accounts Officer (FA&CAO) 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 is at the level of Director in the Government of India. The qualifications/experience for the post are:-

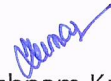
Name of the post	No. of post	Essential Qualification	Essential Experience	Maximum Age
Financial Advisor & Chief Account Officer (FA&CAO)	One	(i) Associate membership of Institute of Cost and Works Accountants of India/Institute of Chartered Accountants.  (ii) Working Knowledge of Computer applications.	15 years managerial experience in Financial/Accounts in Government/Public Sector/ reputed Private Sector organizations, preferably in the field of exhibitions. <b>Out of 15 years at least 5 years experience should have been as Head of Division.</b>	56 years as on the closing date of receipt of applications.

Contd... 2/-

3. The vacancy may kindly be widely circulated and applications in the enclosed format from interested and eligible officers may kindly be forwarded to the undersigned latest by **30<sup>th</sup> December, 2020** 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 Financial Advisor & Chief Accounts Officer (FA&CAO) on  
deputation basis for three years in ITPO

- (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)