

File No.4-ITPO(4)/E-I/98 Vol-VII  
**India Trade Promotion Organisation**  
(A Government of India Enterprise)

Pragati Maidan, New Delhi  
26 April 2021

**Circular No. Admin/ 18 /2021**

**Subject: Filling up of the post General Manager (Works) in ITPO on immediate absorption basis, or on deputation basis initially for a period of three years.**

The India Trade Promotion Organisation (ITPO) is a Government of India Enterprise under the Administrative Control of Ministry of Commerce & Industry. ITPO has undertaken an ambitious re-development plan of Pragati Maidan and is constructing an Exhibition-cum-Convention Centre at an estimated cost of Rs.2700 crore (approx.). The process has already commenced and the construction work is in full swing.

2. In view of urgent requirements, ITPO invites applications for filling up **one post** of General Manager (Works) in the in the pay-scale of ₹100000-260000 (IDA) for both; on immediate absorption basis, or on deputation basis initially for a period of three years. However, ITPO does not provide residential accommodation to the incumbent. Perks and Allowances as applicable to IDA Pay scales will not be applicable to the incumbents whose parent cadre scale is CDA scale. Perks and allowances, whose parent cadre scale is in CDA pattern, will be admissible as per DPE/DoPT guidelines.

3. The General Manager (Works) will be head of the Division which comprises Civil Engineering, Electrical Engineering, Audio-Visual Unit, Architectural Unit and Conservancy arrangements. General Manager (Works) has to provide leadership to meet the needs of ITPO that include maintenance of Pragati Maidan and Exhibition halls and providing engineering services/facilities in the trade fairs and other events to the participants and third party organizers.

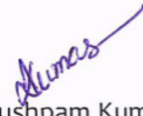
4. The eligibility criteria for the post is as under:

Educational Qualification	Degree in Civil Engineering from a recognized University / Institution
Eligibility Criteria	i) The incumbent should be holding the post of Superintending Engineer (Civil) in CPWD. ii) Should have 18 years work experience in Civil Engineering out of which at least 05 years experience should have been as Head of the Division. iii) The maximum age-limit is 56 years as on the closing date of receipt of application.

**Contd... 2/-**

6. Applications in the enclosed format from interested and eligible officers may kindly be forwarded to the undersigned latest by **15<sup>th</sup> May, 2021** along with vigilance clearance, integrity certificate and APARs for the preceding five years.

7. 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.



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

Encl.: Format

APPLICATION FOR THE POST OF GENERAL MANAGER (WORKS)  
IN  
INDIA TRADE PROMOTION ORGANISATION

1. Name & Address :
2. Contact No. :
3. E-Mail ID :
4. Date of Birth :
5. Date of Superannuation :
6. Service Cadre to which belongs :
7. Complete Address of the Cadre Controlling Authority, and the custodian of PARs in respect of Officer :
8. Educational Qualifications :
9. Details of Employment in chronological order.

(Enclosed a separate sheet, duly authenticated, if space below is insufficient.)

Office/Institution/ Organisation	Post held	From	To	Scale of pay	Nature of Duties
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10. Cadre Controlling Authority :
11. Additional Information, if any, which you would like to mention in support of your suitability for the post. If the space is insufficient, enclose a separate sheet.

Place:-

Date:-

Signature of the candidate