



**INDIA TRADE PROMOTION ORGANISATION  
(A Government of India Enterprise)**

No. 1-ITPO(1)/E-I/2010

Date : 13.01.2015

**CIRCULAR**

**Sub: 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 function in the Organisation are continuing. In order to cope with the ongoing work of Information Technology, 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 Rs.43200-66000 (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 post is at the level of Director in the Government of India. The qualifications/experience for the post are:-

- A**
- (i) Degree in Engineering/Computer Application or Management
  - (ii) Minimum 10 years of experience in Systems related work.

**B** In case of Members of AIS or Central Services, a Degree in any subject with minimum 5 years of experience in IT Systems Area and he/she be eligible to be appointed as Director in Government of India.

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 **20<sup>th</sup> February, 2015** 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.

**(V. Meera)**  
**General Manager(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)