

File No.4-ITPO(9)/EI/2024  
**India Trade Promotion Organisation**  
(Administration, E1)

25.02.2025

Circular No. Admin/14/2025

**Subject:** Filling up the post of Senior Manager (Civil) in ITPO on deputation basis.

India Trade Promotion Organisation (ITPO) is a Public Sector Undertaking under the administrative control of the Department of Commerce. The newly built Bharat Mandapam Complex acts as the venue for various high scale national and international events. The total constructed area after the new development has increased and maintenance and operations of these modern buildings, specifically the Convention Centre is a very complex process and many initiatives have been undertaken to develop SOPs and to strengthen the arrangements.

2. Accordingly, applications are invited for the following post of Senior Manager (Civil) in ITPO on deputation basis as per below mentioned criteria:

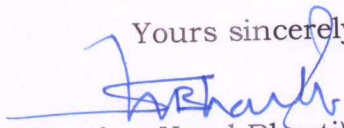
2.1 officers holding post of the level of Executive Engineer (Civil) in Engineering organisations of Government/ Public Sector.

2.2 Experience: Minimum 12 years managerial experience in Civil engineering in government/ Public Sector/ reputed Private Sector organisations, preferably in the field of exhibitions.

3. ITPO does not provide residential accommodation to the incumbent. Perks & Allowances as applicable to IDA Scales will not be applicable to incumbent whose parent cadre scale is CDA scale. Perks and allowances, whose parent cadre is CDA Scale will be governed as per extant DPE/DoPT guidelines.

4. The applications from interested and eligible officers may be forwarded in the enclosed format along with vigilance clearance, integrity certificate and APARs for the preceding five years at [rajukumar@itpo.gov.in](mailto:rajukumar@itpo.gov.in). within six weeks from the date of advertisement on ITPO website.

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

Yours sincerely,  
  
(Shankra Nand Bharti)  
GM (Admin, EI Section)

Encl: Format

## INDIA TRADE PROMOTION ORGANISATION

1. Name
2. Father's/Spouse'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 in name of organisation, post held from time to time  
indicating the pay scale and duration of the post(please attach separate  
sheet if required)
11. Telephone No. /Mobile No.
12. E-Mail ID
13. Any other relevant information :

Date:

(Signature)