

India Trade Promotion Organisation
(A Government of India Enterprise)
Bharat Mandapam, New Delhi-110001

F.No.4-ITPO(2)/E-I/2024

Date: 31.07.2025

DIRECT RECRUITMENT OF DEPUTY MANAGERS IN VARIOUS DISCIPLINES AT ITPO

1. India Trade Promotion Organisation (ITPO), a Government of India enterprise under the Ministry of Commerce & Industry, invites applications **through Direct Recruitment** for the post of Deputy Manager in various cadres from interested and eligible candidates who appeared in the Personality Test/Interview for the Civil Services (Main) Examination, 2023, Engineering Services (Main) Examination, 2023, and the Central Armed Police Forces (ACs) Examination, 2023, conducted by the UPSC, but were not finally recommended for appointment and have opted to disclose their details under the Disclosure Scheme. The details of the post and the corresponding required score are as follows:

Name of the post	Name of UPSC Examination and required score
Deputy Manager (General Cadre)	Civil Services (Main) Examination, 2023
Deputy Manager (Law)	
Deputy Manager (Finance & Accounts)	
Deputy Manager (Architecture)	
Deputy Manager (Civil)	Engineering Services (Main) Examination, 2023
Deputy Manager (Security)	Central Armed Police Forces (ACs) Examination, 2023 scores
Deputy Manager (Fire)	

2. **DETAILS OF POSTS:**

(A) Deputy Manager (General Cadre):

Post Code No.	01
Name of the post	Deputy Manager (General Cadre)
Number of posts	18 (UR-8, EWS-1, OBC-5, SC-3, ST- 1)
Pay-Scale	Rs.40000-140000 (IDA Pattern)
Educational Qualification	<p>Essential: Bachelor's Degree from any recognized University/Institute with 55% marks or CA/CMA/Company Secretary from the respective Institution.</p> <p>Desirable:</p> <p>(i) Two years Post Graduate Diploma in Management/ Business Administration.</p> <p>(ii) Special qualification/ experience in Management/ Marketing, Personnel Management, Statistics, Computer Science, International Trade, Finance or MassCommunication.</p> <p>(iii) Knowledge of relevant Computer Applications.</p> <p>(iv) Knowledge of Foreign Language other than English</p>

Experience	Desirable: 2 years supervisory experience
Age Limit	30 years

(B) Deputy Manager (Law):

Post Code No.	02
Name of the post	Deputy Manager (Law)
Number of posts	1 (UR-1)
Pay-Scale	Rs.40000-140000 (IDA Pattern)
Educational Qualification	Essential: LL.B./B.G.L. Degree from a recognized University.
Experience	Essential: 3 years experience of practice as Advocate or in judiciary of a State Government or in the Legal Department of the Central of State Government or in a Public Sector Undertaking.
Age Limit	30 years

(C) Deputy Manager (Finance & Accounts):

Post Code No.	03
Name of the post	Deputy Manager (Finance)
Number of posts	6 (UR-4, OBC-1, ST- 1 Backlog)
Pay-Scale	Rs.40000-140000 (IDA Pattern)
Educational Qualification	Essential: (i) Associate membership of the Institute of Chartered Accountants of India/Institute of Cost and Works Accountants of India; or (ii) MBA (Finance) Regular Course Desirable: Knowledge of Computer Applications in accounting practices.
Experience	Essential: 2 years relevant experience after passing above examination in Govt./PSU/reputed private sector organizations.
Age Limit	32 years

(D) Deputy Manager (Architecture):

Post Code No.	04
Name of the post	Deputy Manager (Arch)
Number of posts	01 (UR-1)
Pay-Scale	Rs.40000-140000 (IDA Pattern)
Educational Qualification	Essential: Bachelors Degree in Architecture from a recognized University/ Institution with 55% marks. Desirable: (i) Knowledge of relevant Computer Applications. (ii) Knowledge of foreign languages, other than English. (iii) Experience in Interior Decoration/ Landscaping / Town Planning.
Experience	Desirable: 2 years experience in Architecture in Government/ Public

	Sector/ reputed Private Sector organizations, preferably in the field of exhibition.
Age Limit	30 years

(E) Deputy Manager (Civil):

Post Code No.	05
Name of the post	Deputy Manager (Civil)
Number of posts	3 (UR-2, OBC-1)
Pay-Scale	Rs.40000-140000 (IDA Pattern)
Educational Qualification	Essential: Bachelor's Degree in Civil engineering from a recognized University/ Institution with 55% marks. Desirable: (i) Knowledge of relevant Computer Applications. (ii) Knowledge of foreign languages, other than English.
Experience	Desirable: 2 years experience in Civil engineering in government/ Public Sector/ reputed Private Sector organizations, preferably in the field of exhibitions.
Age Limit	30 years

(F) Deputy Manager (Security):

Post Code No.	06
Name of the post	Deputy Manager (Security)
Number of posts	01 (OBC-1)
Pay-Scale	Rs.40000-140000 (IDA Pattern)
Educational Qualification	Essential: Bachelors Degree in Arts/Science/Commerce with 55% Architecture from a recognized University/ Institution. Desirable: (i) Knowledge of relevant Computer Applications. (ii) Experience in the field of exhibitions/event management. (iii) Knowledge of foreign languages, other than English.
Experience	Essential: 4years experience in Armed Forces /CRPF/ CISF/ Police/ BSF/ other para military organisations or Security Establishments in Government/Public Sector Organisations.
Age Limit	30 years- relaxable upto 10 years for ex-servicemen.
Minimum Height	For Male: 165 cms For Female: 157 cms

(G) Deputy Manager (Fire):

Post Code No.	07
Name of the post	Deputy Manager (Fire)
Number of posts	01 (SC-1)
Pay-Scale	Rs.40000-140000 (IDA Pattern)
Educational Qualification	Essential: (i) A degree preferably in Science from a recognized

	University. (ii) Advance Diploma of National Fire Service College, Nagpur OR Bachelor of Engineering (Fire) from a recognized University OR Graduateship Examination of the Institution of Fire Engineers OR Having passed Membership examination of the Institution of Fire Engineers (U.K.) or equivalent.
Experience	Essential: 5years experience Civil/Defence Fire Service. Out of which at least 3 years experience should be in the capacity of Station Officer.
Age Limit	35 years
Physical Standards	Essential: Should have minimum physical standard i.e. Height- 165 cms, weight: 50 Kgs and chest: 86.5 cms (expanded)

3. **IMPORATANT DATES**

Opening date for online application	31.07.2025
Last date and time for closing of Registration and submission of online application and payment of Application fee (if applicable) through the payment gateway	29.08.2025

4. **AGE LIMIT (As on closing date):**

- (i) For the Post code no. 1,2,4,5& 6 : Maximum age 30 years
(ii) For the Post code no. 3 : Maximum age 32 years
(iii) For the Post code no. 7 : Maximum age 35 years
(iv) The Cut-off date for calculating the age and experience is the last date of submission of online application form.

(v) **Relaxation in Age Limit:**

- Relaxation in the upper age limit for SCs/STs/OBCs-NCL/Persons with Benchmark Disabilities (PwBD)/Ex-Servicemen will be as per Government of India Rules.
- Age relaxation to Departmental employees/candidates and for Kashmiri migrants, if any will be applicable as per extant instructions.

Eligibility criteria for availing age relaxation are as follows:

- A candidate will be eligible for the benefit of community reservation only if the caste to which the candidate belongs is included in the list of reserved communities issued by the Government of India.
- The candidates belonging to OBC category must produce an OBC (Non-Creamy Layer) certificate in accordance with Government of India prevalent guidelines.

- c) A candidate will be eligible for the benefit of reservation under the Economically Weaker Sections (EWS) only if they meet the criteria issued by the Government of India and possess the requisite Income and Asset Certificate based on income.
- d) Candidates seeking reservation/relaxation benefits available to SC/ST/OBC (NCL)/PwBD/EWS/Ex-Servicemen must ensure that they are eligible for such benefits. They must also possess all requisite certificates in the prescribed format in support of their claim, as stipulated in the rules/notice, by the closing date of the application.
- e) The closing date for receipt of applications as per this advertisement will be treated as the cut-off date for determining the OBC status (including the creamy layer status) of the candidates.

5. APPLICATION FEE:

- (i) Fee payable: Rs. 1000/-
- (ii) SC/ST/PwBD/Ex-Serviceman are exempted from payment of fee.

6. HOW TO APPLY:

- (i) The mode of application is online. (<https://jobapply.in/itpo2025>.)
- (ii) Documents to be uploaded with the online application form on the portal:
 - a) Scanned copy of passport size color photograph and signature
 - b) Self-attested copy of proof of birth.
 - c) Self-attested copies of educational qualifications
 - d) Self-attested copy of Caste/Category certificate (SC/ST/OBC/EWS/PwBD/EWS).
 - e) Mark sheet of Civil Services (Main) Examination, 2023/Engineering Services Examination, 2023/ Central Armed Police Forces (ACs) Examination, 2023, conducted by the UPSC.
 - f) Candidates working in Central/State Government or Autonomous Organizations on a regular basis must upload a copy of the No Objection Certificate (NOC) from their present employer on the portal.

Note:

- (i) Candidates claiming reservation under the EWS category must produce an Income and Asset Certificate as specified in Office Memorandum No. 36039/1/2019-Estt. (Res.) dated 19.01.2019 and 31.01.2019 issued by the DoPT.
- (ii) Candidates claiming reservation under the PwBD category must produce a certificate in the prescribed format, in accordance with Sections 33 and 34 of the Rights of Persons with Disabilities Act, 2016.
- (iii) Proof of age and community certificates must be produced in accordance with Government of India guidelines.

7. SELECTION PROCESS:

- (i) The screening of candidates will be carried out based on the fulfillment of the prescribed eligibility criteria, educational qualifications, experience, age etc. Shortlisted candidates will be invited for an interview at ITPO Headquarters, New Delhi.

- (ii) Shortlisting for the personal interview to be conducted by ITPO will be based on the final score obtained by eligible candidates who appeared in the Personality Test/Interview for the Civil Services (Main) Examination, 2023, Engineering Services (Main) Examination, 2023, and the Central Armed Police Forces (ACs) Examination, 2023, conducted by the UPSC, but were not finally recommended for appointment and have opted to disclose their details under the Disclosure Scheme.
- (iii) Final merit will be prepared based on the following criteria, and offers of appointment will be issued as per the order of merit:
 - a) 50% weightage for the final scores obtained in the respective UPSC examinations
 - b) 20% weightage for essential Educational Qualifications.
 - c) 30% weightage for the personal interview conducted by ITPO.

Note:

Background Check: Selection of candidates shall be provisional, subject to verification of documents relating to eligibility criteria, character, antecedents, and other documents submitted by the candidate. It is also subject to the candidate meeting the requisite medical standards for the post and other requirements applicable under the rules of ITPO.

7. **IMPORTANT INSTRUCTIONS:**

- (i) Only Indian nationals fulfilling the eligibility criteria can apply for the above posts.
- (ii) Before applying for the posts, candidates should ensure that they fulfill the eligibility criteria and other conditions mentioned in the advertisement. Furnishing wrong or false information will lead to disqualification, and ITPO will not be responsible for any consequences arising from such misinformation.
- (iii) Age and experience will be reckoned as of the closing date for receipt of applications. Experience will be considered on a post-qualification basis, wherever necessary.
- (iv) Vacancies reserved for the OBC category are available only to OBC candidates belonging to the Non-Creamy Layer (NCL), as per Government of India guidelines.
- (v) OBC Certificate: - Candidates applying against vacancies reserved for OBCs must produce a valid caste certificate at the time of document verification/interview. This certificate should confirm their belonging to the OBC community as per the Central List of OBCs, issued by the Government of India, in the prescribed format and must state that they do not belong to the “Creamy Layer” of OBCs. A declaration must also be submitted by the candidate before appointment, affirming that he/she does not belong to the Creamy Layer of OBC.
- (vi) SC / ST Certificate: - Candidates belonging to the SC/ST category must submit a caste certificate issued by the competent authority at the time of document verification/interview.
- (vii) The SC/ST/OBC/PwBD certificates issued by the competent authority should be in either Hindi or English. Any variation in the caste name will not be accepted.
- (viii) **Special conditions for Persons with Benchmark Disabilities (PwBD):**
 - a. Only those persons who have suffered not less than 40% relevant disability are eligible to be considered under the provisions of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.
 - b. Persons with Disabilities are required to furnish Medical Certificate issued by the Competent Authority as proof of their disability.

- c. Guidelines issued by the Government of India from time to time for conducting written examinations for persons with benchmark disabilities will be taken into consideration as and when required.
- (ix) Essential qualifications acquired through open or distance learning shall be considered.
- (x) Where a specialization is required in the qualifying degree, the candidate must submit a certificate from the University/Institution clearly specifying the specialization in the qualifying degree.
- (xi) In the case of an Integrated Master's Degree in Engineering, the candidate must produce a certificate at the time of document verification in support of possession of a Bachelor's Degree and statement of marks in Engineering issued by the University/Institution.
- (xii) Candidates must specifically indicate the percentage of marks obtained (calculated to the nearest two decimal places) in the relevant column of the application. Where the University awards CGPA/OGPA/DGPA/CPI instead of percentage, the same shall be converted into percentage as per the University's conversion norms. The candidate must produce an equivalence certificate/document issued by the University/Institution evidencing the equivalent percentage of marks, when called for document verification.
- (xiii) Rounding off of percentage marks is not acceptable under any circumstances for consideration for appointment. For example, 54.99% will be treated as less than 55%.
- (xiv) The date of declaration of the result/issuance of the marks sheet shall be deemed the date of acquiring the qualification. No relaxation shall be allowed in this regard.
- (xv) Screening and eligibility will be based on the details provided by the candidate.
- (xvi) Candidates found provisionally eligible shall be called for document verification and/or interview.
- (xvii) The names of candidates shortlisted for document verification and/or interview, as applicable for the post, will be published on the ITPO website only. Call letters will be sent to their registered email IDs only.
- (xviii) Candidates already employed in the Central Government/State Government/Autonomous Bodies/Public Sector Undertakings are required to produce a No Objection Certificate (NOC) from their present employer at the time of document verification/interview. Failure to do so will result in cancellation of their candidature. Other documents such as an undertaking to resign upon selection, acknowledgment of NOC application/resignation letter, or experience certificates will not be accepted in place of the NOC.
- (xix) During document verification/interview, candidates must produce original certificates along with a valid proof of identity and one set of self-attested photocopies of all certificates. If the identity of the candidate is in doubt, or if they fail to produce the required documents or if there is any mismatch of information, their candidature will be rejected. No additional time will be provided for submission of original documents.
- (xx) Provisional selection of candidates will be based on merit, taking into account the final scores obtained in the respective UPSC examinations (including both Written and Interview stages), along with educational qualifications, relevant experience (where applicable), and performance in the ITPO interview.
- (xxi) The names of provisionally selected candidates will be uploaded on the ITPO website.

(xxii) Selected candidates will be liable to be posted anywhere in India.

8. GENERAL INSTRUCTIONS:

- (i) Before submitting the application, the candidate must ensure that he/she fulfills all the eligibility criteria and other conditions mentioned in the advertisement. He/she should carefully verify the information provided in the application form, such as date of birth, category, sub-category [SC/ST/OBC (NCL)/PwBD/EWS/Ex-Serviceman], email ID, etc. before final submission, as no corrections will be allowed later.
- (ii) Candidates are advised to apply online well before the closing date mentioned in the advertisement and not to wait until the last date to avoid the risk of disconnection, inability, or failure to access the application portal due to heavy internet traffic, website issues, or other technical problems.
- (iii) ITPO will not be responsible for candidates' inability to submit their applications by the last date due to the reasons mentioned above or any other reasons beyond the control of ITPO.
- (iv) The decision of ITPO Management regarding eligibility criteria, acceptance or rejection of applications, mode of selection to the post, etc., shall be final and binding on all candidates. Mere fulfillment of the minimum qualifications, experience, and job requirements will not entitle candidates to be called for document verification/interview. No correspondence will be entertained from candidates found ineligible or not called for document verification/interview.
- (v) ITPO reserves the right to modify, alter, restrict, enlarge, or cancel the recruitment process, if necessary, without issuing any further notice or assigning any reason whatsoever. The decision of ITPO Management shall be final and binding, and no appeal will be entertained in this regard.
- (vi) All correspondence with candidates shall be made through email, and all general information shall be provided on the ITPO website. It is the candidate's responsibility to receive, download, and print the call letter for document verification, offer of appointment, or any other communication. ITPO will not be responsible for the loss of any email sent due to an invalid/wrong email ID provided by the candidate or for delay/non-receipt of information if the candidate fails to access his/her email or the website in time.
- (vii) The candidature of registered candidates is liable to be rejected at any stage of the recruitment process or after recruitment/joining if any information provided by the candidate is found to be false or not in conformity with the eligibility criteria mentioned in the advertisement.
- (viii) ITPO will not bear any liability related to service bond, salary, leave salary, pension contributions, etc., from any candidate's previous employment in the Central Government, State Government, Autonomous Bodies, or Public Sector Undertakings.
- (ix) No TA/DA will be paid for appearing in the interview.
- (x) The court of jurisdiction for any dispute will be at Delhi.
- (xi) All future communications/information regarding this recruitment will be made available on the ITPO website. Candidates are advised to check their email accounts and visit the ITPO website (www.indiatradefair.com) regularly for updates.

9. ACTION AGAINST MISCONDUCT:

- (i) Candidates are advised to furnish accurate information and must not submit any documents or details that are false, tampered with, or fabricated, nor should they suppress any material information while filling out the application.
- (ii) At any stage of the recruitment process or thereafter, if a candidate is found guilty of any misconduct as mentioned below, his/her candidature will be summarily rejected and he/she will be terminated from service, apart from initiating any other action or taking legal recourse as deemed fit.
 - a) Impersonating or procuring impersonation by any person;
 - b) Resorting to any irregular means in connection with his / her candidature during the selection process;
 - c) Canvassing in any form or using undue influence to secure his/her candidature by any means;
 - d) Submitting of false certificates/documents/information or suppressing any material information at any stage;
 - e) Providing false information regarding his/her category (SC/ST/OBC (NCL)/PwBD/EWS/Ex-Servicemen) while appearing in the examination or thereafter.
