

File No.- 4-ITPO(2)/E-I/2024
INDIA TRADE PROMOTION ORGANISATION
(Administration Division, E-I)

25th September, 2025

NOTICE

The Selection Process mentioned at Sl. No. 7 of ITPO's advertisement issued vide F.No.4-ITPO(2)/E-I/2024 dated 31.07.2025 under the subject "Direct Recruitment of Deputy Managers in Various Disciplines at ITPO" is elaborated as under:

7. SELECTION PROCESS

- (i) The objective type paper based (OMR Sheet) written examination will be conducted by ITPO. The selection of the candidates will be based on:
 - a. The fulfilment of the prescribed eligibility criteria.
 - b. The final scores obtained in the respective UPSC Examinations, 2023 i.e. Civil Services (Main) Examination, 2023, Engineering Services (Main) Examination, 2023, and the Central Armed Police Forces (ACs) Examination, 2023 (including the Written and Personality Tests) of the candidates who were not finally recommended for appointment and have opted to disclose their details under the Disclosure Scheme.
 - c. The marks secured by the candidates in the objective type paper based (OMR Sheet) written examination conducted by ITPO.
- (i) The bilingual (English and Hindi) objective type paper based (OMR Sheet) written examination will be as per the structure outlined below:

S. No.	Section	No. of Questions	Marks
1	General English	15	15
2	Data Analysis and Logical Reasoning	15	15
3	General Knowledge including current affairs	20	20
Total			50
Total time= 60 minutes. There is No negative marking			

- (ii) Information regarding date and venue of the examination center will be communicated by ITPO in due course. The written examination will be followed by personal interaction/document verification of the candidates. Further details in this regard will be intimated to the shortlisted candidates by e-mail and also through the Admit Card.
- (iii) A total of 100 marks has been allocated for the final merit for selection. The marks will be determined based on the following criteria, and the merit will be determined accordingly:

S. No.	Weightage	Criteria
a)	50% weightage [i.e. 50 marks] or the final scores obtained in the respective UPSC examinations	50% weightage for the final scores obtained in the respective UPSC examinations (including written and personality test conducted by UPSC) will be calculated as follows: [Marks obtained by the candidate in respective UPSC examination divided (\div) by Total marks of respective UPSC examination] Multiplied (x) by 50.
b)	20% weightage [i.e. 20 marks] for essential Educational Qualifications.	20 marks shall be awarded to candidates for possessing the essential qualifications as prescribed in the Recruitment Rules for the respective post.
c)	30% [i.e. 30 marks] weightage for the objective-type test conducted by ITPO.	30% weightage will be arrived from the marks obtained in objective type paper based (OMR Sheet) written test conducted by ITPO. The marks will be calculated as follows: [Marks obtained by the candidate in the written test divided (\div) by Total marks of the written test] Multiplied (x) by 30.
d)	Wherever two or more candidates have secured equal aggregate marks on the above criteria, the tie(s) will be resolved as outlined in the next column.	<p>A. For eligible candidates having Civil Services Examination, 2023 score for the post of Deputy Manager (General Cadre), Deputy Manager (Law), Deputy Manager (Finance & Accounts):</p> <p>(i) Candidate securing more marks in the @Compulsory Papers and the Personality Test conducted by UPSC put together is to be ranked higher; and</p> <p>(ii) In case where the marks mentioned at (i) above are equal, the candidate senior in age is to be ranked higher.</p> <p>@ Compulsory Papers include Essay, General Studies-I, General Studies-II, General Studies-III and General Studies-IV.</p> <p>B. For eligible candidates having Engineering Services Examination, 2023 score for the post of Deputy Manager (Civil):</p> <p>(i) The candidates with more marks in subject/technical papers plus marks of Personality Test conducted by UPSC may be ranked higher;</p> <p>(ii) In case the total marks in the subject/technical papers plus marks of Personality Test are equal, the candidate who is senior in age may be ranked higher.</p> <p>C. For eligible candidates having Central Armed Police Forces (Assistant Commandants) Examination, 2023 score for the post of Deputy Manager (Security) and</p>

		<p>Deputy Manager (Fire):</p> <p>(i) Candidate senior in age is ranked higher;</p> <p>(ii) If age of candidates is same, the candidate getting more marks in the written total is ranked higher;</p> <p>(iii) If the marks in the written total are equal, the candidate getting more marks in Paper-I (General Ability & Intelligence) is ranked higher.</p>
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2. The other content of ITPO's advertisement issued vide F.No.4-ITPO(2)/E-I/2024 dated 31.07.2025 under the subject "Direct Recruitment of Deputy Managers in Various Disciplines at ITPO will remain unchanged.

3. This issues with the approval of the Competent Authority.
