

Office of the Controller General of Defence Accounts

Ulan Batar Road, Palam Delhi Cantt-110 010

Tel: 011-25665701

Fax: 011-25674781

Circular

No.AN/1/1320/1/XXXV

Dated: 08.11.2018

To,

✓ The IDAS officers,

(Level 13)

(Through CGDA website)

Subject:-Deputation:- IDAS officers.

Applications are invited from the willing IDAS officers fulfilling the eligibility criteria as brought out in the undermentioned communications, to apply for the posts mentioned against each alongwith their bio data, so as to reach this HQrs office through proper channel latest by 12.11.2018.

Sl No.	Name of Deptt & Advt. Ref.	Post & Scale of Pay
1.	India Trade Promotion Organisation letter No. 4-ITPO(1)/E-1/2012 Vol. III, dated 17.10.2018.	Officer on Special Duty (Administration) (100000-260000-IDA E-7 Scale)

2. Applications received after cut off date i.e 12.11.2018 will not be considered and will be recorded.


(Juhi Verma)
Sr. ACGDA (AN)

Copy to:-

EDP Section (Local):-

For uploading on the CGDA's website.


(Juhi Verma)
Sr. ACGDA (AN)

Deepak Kumar, IAS
Joint Director



277

India Trade Promotion Organisation
(A Government of India Enterprise)
Department of Commerce
Pragati Bhawan, Pragati Maidan, New Delhi-110001
Phone : 011-23371144, FAX : 011-23371292
E-mail : edoffice@itpo.gov.in
Website : www.indiatradefair.com
CIN No. : U74899DL 1976NPL008453
Member of : **ATPF** ASIAN TRADE PROMOTION FORUM

ADD FA (RK) RJS

2463/C/18
26 A

4-ITPO(1)/E-I/2012 Vol-III
Date: 17.10.2018

Dear Sir/Madam,

Filling up of the post of Officer on Special Duty (Administration) on deputation basis in ITPO.

Please refer to our circular of even number dated 20.08.2018 (copy enclosed for reference) requesting for circulating the above vacancy in your Ministry/Department.

The last date for submission of applications with last five years APARs and vigilance clearance was 15.10.2018, which has been extended till 15.11.2018. The information is also available on URL: www.indiatradefair.com

In case of any query/clarification on the subject, please email to Sh. B.N.Gupta, Sr. Manager (Admin) (bngupta@itpo.gov.in) or Sh. Ashutosh Varma, GM(Admin) (ashutosh.varma@itpo.gov.in).

With regards,

Yours sincerely,

(Deepak Kumar)

Office of the FA (DS)
Diary No. 6986
Date: 25/10/18

MMS
25/10
ADD FA (RK) RJS

R
20/10
ADD FA (RK) RJS

1. All Ministry/Department of Govt. of India
2. All Chief Secretaries of the State Government

2276

Pak Kumar, IAS
Executive Director



India Trade Promotion Organisation
(A Government of India Enterprise)
Department of Commerce
Pragati Bhawan, Pragati Maidan, New Delhi-110001
Phone : 011-23371144, FAX : 011-23371292
E-mail : edoffice@itpo.gov.in
Website : www.indiatradefair.com
CIN No. : U74899DL 1976NPL008453
Member of : **ATPF** ASIAN TRADE PROMOTION FORUM

No. 4-ITPO(1)/E-1/2012 Vol-III
Date: 20.08.2018

Dear Sir,

Filling up of the post of Officer on Special Duty (Administration) on deputation basis in ITPO.

India Trade Promotion Organisation is a public sector undertaking under the administrative control of Ministry of Commerce and Industry, Govt of India. It is a nodal agency for trade promotion of the country and maintains state-of-the art exhibition complex, popularly known as Pragati Maidan, in New Delhi. Presently, plans are afoot to redevelop the complex.

2. It is proposed to fill up one post of Officer on Special Duty (Administration) in ITPO initially for a period of three years on deputation basis. The post is at the level of General Manager (100000-260000- IDA E-7 scale). ITPO provides residential accommodation only on availability of ITPO's flats to the incumbent. The terms of deputation and allowances payable to the incumbent shall be regulated in accordance with the DOPT/DPE orders. The post is at the level of Director in Government of India. The eligibility requirements of the post are as follows:

- (a) The officer should hold the post in the pay scale of 37400-67000 with Grade Pay of Rs 8700 (Central DA Pattern) (pre-revised)/Level-13 (revised) in AIS/CSS Cadre.
- (b) Should have experience in the area of HR and Administrative functions. The persons with additional experience in trade/industry will be preferred.
- (c) Should also have experience in organizing big events involving VIP visits.
- (d) Should be clear from vigilance angle.

Contd...2....

3. The above vacancy may be circulated in your Ministry/Department. Applications, as per enclosed format, from willing and suitable officers with vigilance clearance, integrity certificate and attested copies of PARs for last five years are solicited which may be forwarded to ITPO by **15.10.2018** for consideration. The prospective applicant may forward advance copy well before stipulated date of closing.

4. Applications, not received through proper channel and not accompanied with vigilance clearance/integrity certificate and attested copy of PARs for the last five years, shall not be considered.

5. The circular is also up-loaded on ITPO's website. In case of any query/clarification, same be sent on mail ashutosh.varma@itpo.gov.in. It may be noted that telephonic clarification sought may not be entertained.

Best regards.

Yours faithfully,

h 23/08

(Deepak Kumar)
Executive Director

Encl: Format

All Ministry/Departments of Govt. of India	} With a request to kindly circulate on priority in their respective Ministry/ Department.
All Chief Secretaries of the State Government	

APPLICATION FOR THE POST OF OFFICER ON SPECIAL DUTY (ADMIN.)
IN INDIA TRADE PROMOTION ORGANISATION

1. Name & Address :
2. Contact No. :
3. Date of Birth :
4. Date of Superannuation :
5. Service Cadre to which belongs :
6. Complete Address of the Cadre Controlling Authority, and the custodian of PARs in respect of the Officer :
7. Educational Qualifications :
8. 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	Nature of Duties
		of Pay	

9. Cadre Controlling Authority :
10. 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