



इण्डिया ट्रेड प्रमोशन ऑर्गनाइजेशन  
India Trade Promotion Organisation

भारत सरकार का उद्यम  
A Government of India Enterprise

4-ITPO(4)/EI/2022

संदर्भ  
Reference :

दिनांक 24.11.2022

Date :

फोन

Phone :

To

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

**Subject:** Filling up the post of post of Principal Staff Officer (PSO) to CMD (co-terminus basis) on deputation in ITPO

Madam/Sir,

ITPO has undertaken an ambitious mega re-development project of Pragati Maidan to construct an international Exhibition-cum-Convention Centre. The process for the same was commenced consequent upon the approval of CCEA for the project in January, 2017. It is a prestigious project of the Government of India and to be completed in time bound manner. The Government of India/PMO is regularly monitoring the project. The upcoming Convention Centre shall be used for hosting the prestigious G-20 Summit to be held in New Delhi in 2023.

2. In view of ongoing IECC project which requires coordination, assistance, collection of information/documents, maintenance of confidential documents, screening of telephone calls/emails and visitors in a tactful manner, fixing up appointments, maintaining list of engagement and updating the status in advance etc., a need is felt to engage an experienced Principal Staff Officer (PSO) on immediate basis to manage the workload of the CMD Secretariat.

3. In view of the aforementioned, ITPO is in the process of filling up one post of Principal Staff Officer (PSO) to CMD (co-terminus basis) on deputation in ITPO. ITPO does not provide residential accommodation to the incumbent. Perks and allowances as applicable to IDA scales will not be applicable to incumbents whose parent cadre is CDA scale. The eligibility criteria for the post is as follows:

पंजीकृत कार्यालय : आई टी पी ओ कार्यालय, प्रगति मैदान, नई दिल्ली - 110001 टेलीफोन: 91-11-23371540 फैक्स: 91-11-23371492

Registered Office: ITPO Office, Pragati Maidan, New Delhi - 110001 Tel.: 91-11-23371540 Fax: 91-11-23371492

ई-मेल / E-mail : info@itpo.gov.in वेबसाइट / Website: www.indiatradefair.com

GSTIN: 07AAATI2955C1ZX PAN: AAATI2955C CIN: U74899DL1976NPL008453

Name of the post and Scale of Pay	Number of vacancy	Eligibility/Qualification Criteria
Principal Staff Officer Pay matrix Level-13	1(One)	Officers of the Central Government/State Governments / Union Territory Administrations / Public Sector Undertakings/Universities / Recognised Research Institutions / Semi Government or Autonomous Bodies/Statutory Organisations: (i) Holding analogous post on regular basis in the parent cadre or department; or (ii) Senior Principal Private Secretary [Level12] with 10 years combined approved service in the grade of Senior Principal Private Secretary and Principal Private Secretary.
Age Limit		The candidate should be below 56 years of age as on the closing date of the application.

The terms of deputation shall be governed by the provisions laid down in the Department of Personnel & Training Office Memorandum No.6/8/2009-Estt.(PayII) dated 17 June 2010 and other orders/guidelines issued in this regard from time to time.

4. The applications in the enclosed format from the interested and eligible officers may kindly be forwarded at [rajukumar@itpo.gov.in](mailto:rajukumar@itpo.gov.in). within 10 days of the date release of advertisement for consideration alongwith vigilance clearance/integrity certificate and attested copy of PARs for the last five years. The prospective applicant may forward advance copy well before the stipulated date of closing.

5. 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.

Yours faithfully,

*Pushpam*

(Col. Pushpam Kumar, SM)  
Officer on Special Duty (Admin)

**Encl: Application format**

**APPLICATION FOR THE POST OF PRINCIPAL STAFF OFFICER (PSO)**  
**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 APARs in respect of the Officer :
7. Educational Qualifications:
8. Details of Employment in chronological order:  
(Enclose a separate sheet, duly authenticated, if space below is insufficient.)

Office/Institution/ Organisation	Post held	from	To	Scale of Pay/Level	Scale Nature of Duties

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