

File No.4-ITPO(4)/EI/98 Vol VII
India Trade Promotion Organisation
(Administration, E1)

07.03.2024

Circular No. Admin/ 16 /2024

Subject: Filling up the post of General Manager (Works) 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 redeveloped Pragati Maidan Complex has led to creation of a state-of-the-art Convention Centre and seven modern Exhibition Halls and has been rechristened as "Bharat Mandapam" consequent upon its inauguration by the Hon'ble Prime Minister. It is expected that the newly built Bharat Mandapam Complex will act as the venue for various high scale national and international events in future.

2. The 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 in Pragati Maidan Complex. The total constructed area after the new development has increased from 65,000 sq. mtrs. to 1,50,000 sq. mtrs. approximately.

2. Accordingly, applications are invited for one post of General Manager (Works) as per below criteria:

2.1 Officers under the Central Govt. or State Governments or Union Territories or Universities or Recognised Research Institutions or Public Sector Undertakings or Semi Govt. or Statutory or Autonomous Organisations and other Govt. Bodies:-

Holding analogous post on regular basis in the pay scale of Pay Band-4 (Rs. 37400-67000) with Grade Pay Rs. 8700/- (pre-revised in CDA pattern, equivalent to Pay Level 13 of Pay Matrix as per 7th CPC) or equivalent in IDA pattern in the parent cadre/department.

OR

With four years' service in the grade rendered after appointment thereto on regular basis in the posts in the Pay Band-3 (Rs. 15600-39100) with Grade Pay Rs. 7600/- (pre-revised in CDA pattern, equivalent to Pay Level 12 of

Contd 1-

Pay Matrix as per 7th CPC) or equivalent in IDA pattern in the parent cadre/department.

2.2 **Essential Qualification:** Degree in Civil/Electrical/Mechanical Engineering from a recognized University/Institution

2.3 **Experience:** Should have experience of managing civil construction projects of multi storied structure with basement having HVAC, BMS, Fire Alarm and Fire Fighting System such as, Convention Centre, institutional/office buildings, hospitals etc. Preference will be given to candidates having experience of construction of Exhibition Complex, Convention Centre.

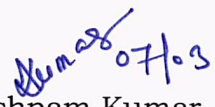
2.4 **Age Limit:** 56 years as on the closing date of receipt of applications.

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. by **18th March 2024**.

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,


(Col. Pushpam Kumar, SM)
OSD (Admn.)

Encl: Format

INDIA TRADE PROMOTION ORGANISATION

APPLICATION FOR THE POST OF GENERAL MANAGER (WORKS)

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)