

File No. Admin-11014/1/2023-ADMIN-ITPO

India Trade Promotion Organisation

(Administration, E1)

23.10.2023

Circular No. Admin/ 52 /2023

Subject: Filling up the post of General Manager (Information Systems) in ITPO on deputation basis.

India Trade Promotion Organisation (ITPO) is a Public Sector Undertaking under the administrative control of the Department of Commerce. ITPO has taken a major initiative for extensive use of IT in its day-to-day operations. Further, the construction work for the development of International Exhibition-cum-Convention Centre (IECC) is at advance stage of completion and soon all the buildings will be in operational stage. The maintenance and operations of the Convention Centre is a very complex process and many initiatives are being undertaken to strengthen the IT arrangements in Pragati Maidan Complex and there is a requirement of a General Manager level officer.

2. Applications are invited for one post of General Manager (Information System) in the pay scale of Rs. 1,00,000-2,60,000(IDA) initially for a period of three years on deputation basis. However, 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. The qualifications/experience for the post is as follows:

Name of the post	No. of post	Essential Qualification	Experience & Competency	Maximum Age
General Manager (Information System)	One	Any Postgraduate Degree or equivalent from a UGC recognized/AICTE Accredited University/ Institution	i) 12 years' Post-qualification experience in IT strategy, and business operations. ii) Proven experience in IT related role at Senior Management level in a	56 years as on the closing date of receipt of applications

Name of the post	No. of post	Essential Qualification	Experience Competency & Maximum Age
			<p>reputed Company.</p> <p>iii) Excellent knowledge of IT Systems and infrastructure</p> <p>iv) Background in designing/ developing IT systems and planning implementation of IT Solutions.</p> <p>v) In-depth understanding of data analysis, budgeting and business operations with superior analytical and problem-solving capabilities</p> <p>vi) A strong strategic and business mind-set.</p> <p>vii) In case of Members of AIS or Central Services, he/she be eligible to be appointed as Director/Deputy Secretary in Government of India and involved in the design/implementation of at least three National/State level IT infrastructure/Projects.</p>

3. The applications in the enclosed format from interested and eligible officers may be forwarded to the undersigned latest by 30.11.2023 along with vigilance clearance, integrity certificate and APARs for the preceding five years.

4. 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 (IS)

1. Name:
2. Father's/Husband's name:
3. Present post held:
4. (i) Pay scale(IDA)/Pay matrix (CDA):

(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