



**INDIA TRADE PROMOTION ORGANISATION**  
**(A Government of India Enterprise)**  
**Pragati Maidan, New Delhi-110001**

**No.4-ITPO(14)/E-I/2019**

**Date: 20.08.2019**

India Trade Promotion Organization (ITPO) proposes to engage professional “Interns” in ITPO, Kolkata at a consolidated remuneration of Rs.30,000/- (Rupees thirty thousand only) per month for a period of 45 days.

Age : 28 Years  
Educational Qualification : Post Graduation from a recognized University/Institute with 55% marks.  
Preferred qualification : MBA from a recognized University/Institute with 55% marks.

**Work profile:** Intern shall be responsible for marketing of space for India Leather & Accessories Fair, September 28-29, 2019 and East Himalayan Trade Fair, Shillong, 16-22 October, 2019 as well as for overseas buyers promotion. Further, the Intern will also work as ITPO’s nod for recording of activities, monitoring and supervision of implementation of various activities of ITPO Regional Office, Kolkatta. He/She will work under the charge of Regional Manager, ITPO Kolkatta.

**General Terms & Conditions:**

1. Only Indian Nationals are eligible to apply.
2. All qualifications should be from the Universities/Institutes, recognized by the UGC/AICTE or appropriate statutory/regulatory bodies, wherever applicable.
3. In order to restrict the number of candidates to be called for interview and or/screening test, if so required, the Management reserves the right to raise the minimum eligibility standards/criteria. Management may also relax/lower the qualifying standards/criteria in case suitable candidates are not available.
4. Depending on the requirement, the Company reserves the right to cancel/restrict/curtain/enlarge in the interest of the Company, without any further notice and without assigning any reason thereof. ITPO is not liable to compensate the applicant for consequential damages if any.

5. While applying, the applicant should ensure that he/she fulfills the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished are correct in all respect. In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand automatically cancelled. If any of the above shortcoming(s) is/are detected even after appointment, his/her engagement may be terminated without any notice.
6. The mere fact that a candidate has submitted the application against the advertisement in the website would not bestow on him/her right to be definitely called for interview/considered further for selection process.
7. Any canvassing directly or indirectly by applicant will disqualify his/her candidature.
8. ITPO will not be responsible for any postal delay/loss in transit in submission of documents within specified time.
9. While ITPO will exercise due care to avoid errors in the conduct in all stages of the selections process, it shall not take responsibility for any error as may inadvertently occur in the process.
10. All information regarding this selection process would be made available in the "Recruitment "section of ITPO website only. Applications are advised to check the website periodically for important updates.

### **How to Apply:**

Interested candidates meeting the above criteria may send their applications to Regional Manager, India Trade Promotion Organization, International Trade facilitation Center, 5<sup>th</sup> Floor, 1/1 Wood Street, and Kolkatta-700016 in the given format along with of self attested photocopies of the following documents by 27.08.2019:

1. Matriculation/Secondary Certificate as proof of birth
2. Mark Sheet/Certificates in support of all Educational Qualifications and experience.

### **Personal Details containing:**

(i) Name (ii) Father's Name (iii) Date of Birth (iv) Permanent Address (v) Postal Address (vi) Telephone/Mobile No. (vii) Nationality (viii) Educational Qualifications (ix) Experience (x) E mail Id.

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