

File No.4-ITPO(4)/EI/2022
India Trade Promotion Organisation
(Administration Division, EI Section)

Circular No. Admin/ 78 /2022

24.11.2022

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

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 :

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