

File No.4-ITPO(2)/E-I/2023  
**India Trade Promotion Organisation**  
 (Administration Division, E-I)

Pragati Maidan, New Delhi  
 28<sup>th</sup> February 2023

**Engagement of Young Professionals in ITPO on a Contractual Basis**

India Trade Promotion Organisation (ITPO), registered under section 25 of the Company Act, 1956 (now Section 8 of the Companies Act 2013) is a premier trade promotion agency under the aegis of Ministry of Commerce & Industry, Government of India, providing wide spectrum of services to trade and industry and acts as a catalyst for growth of India's trade and commerce.

ITPO is poised to complete its ambitious plan of redevelopment of Pragati Maidan, into International Exhibition-cum-Convention Centre (IECC), thereby, fulfilling the aspirations of the global MICE fraternity by catering G2G, G2B & B2B activities and also attract participants and business delegates from all across the world with its sheer magnificence, business conduciveness and architectural excellence. The upcoming Convention Centre will be a majestic landmark destination in its entire splendor and venue for hosting the prestigious G-20 Summit to be held in New Delhi in 2023.

ITPO needs to strengthen itself with high quality resources in the required areas and therefore, it is proposed to engage persons as Young Professionals purely on a contractual basis for its various Divisions. The eligibility criteria, Job description, Age, Remuneration, Terms and Conditions of engagement etc. are as follows:

**1. Eligibility Criteria:**

Position & Nos.	Educational Qualification and Experience
Young Professional (15)	<p><u>Essential</u></p> <p>i. B.E/B.Tech(Civil/ Electrical/IT/Computer Science) with minimum 70% marks or equivalent grade from Government recognised Institute/University.</p> <p>ii. Two years Post Graduate Diploma in Management/Post Graduate Programme in Management/MBA with minimum 60% marks or equivalent grade from a recognised Institute/University <b>OR</b> two years post qualification work experience preferably in Govt./State Govt./CPSE/Autonomous Body/University/Research Institution.</p> <p><u>Desirable</u></p> <p>Work experience relating to Project Management, Project Monitoring and Evaluation, Operations &amp; Maintenance, Contract Management, Information Technology, Procurement/Tender Management, IT, HR, Marketing.</p>
Young Professional (Finance) (02)	<p><u>Essential</u></p> <p>Associate Member of the Institute of Chartered Accountants of India/ Institute of Cost and Works Accounts of India <b>OR</b> two years MBA (Finance)/M.Com with minimum 60% marks or equivalent grade from Government recognised Institute/University.</p>

	<p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>i. Relevant post qualification work experience relating to Finance and Accounts preferably in Govt./State Govt./CPSE/Autonomous Body/University/Research Institution.</li> <li>ii. Knowledge of Computer Applications in accounting practices.</li> </ul>
Young Professional (Law) (01)	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>i. Bachelor degree in Law (LLB three or five years integrated course) with minimum 60% marks or equivalent grade from Government recognised Institute/University.</li> <li>ii. Two years Post Graduate Diploma in Management/Post Graduate Programme in Management/MBA with minimum 60% marks or equivalent grade from a recognised Institute/University <b>OR</b> two years post qualification work experience in legal matters preferably in Govt./State Govt./CPSE/Autonomous Body/University/Research Institution.</li> </ul> <p><u>Desirable</u></p> <p>Post-Graduate Degree in Law (LLM)</p>

Note: The period of Ph.D./Research/Fellowship/Internship will not be counted as an experience.

## 2. Job Description:

Position	Job description
Young Professional	<ul style="list-style-type: none"> <li>i. Will be required to provide high quality inputs in disciplines like Project Management, Project Monitoring and Evaluation, Operations &amp; Maintenance, Contract Management, Information Technology, Procurement/Tender Management, IT, HR, Marketing etc.</li> <li>ii. Drafting and vetting of Agreements, Tenders, Proposal, MOU, Contracts, and fairs/events documents.</li> <li>iii. Assisting day-to-day activities of the concerned Division/Section/Unit and maintenance office records.</li> <li>iv. Any other task assigned by the concerned Division/competent authority.</li> </ul>
Young Professional (Finance)	<ul style="list-style-type: none"> <li>i. Maintaining Books of Accounts in Tally package, Preparation of Budget, MIS, Financial Analysis &amp; Reporting using financial tools.</li> <li>ii. Preparation of financial statement as per applicable Corporate Laws, Ind-AS etc. Annual closing of Books, Liaison with Statutory Auditor, Internal Auditor, Govt. Auditor etc. for smooth &amp; timely audits.</li> <li>iii. Compilation of data for TDS &amp; GST payments and filling of related returns as per the applicable tax laws.</li> <li>iv. Preparation of monthly Bank reconciliation statement, fund flow statement.</li> <li>v. Assisting day-to-day activities of Finance Division, maintenance of financial records.</li> <li>vi. Any other task assigned by the Finance Division/competent authority.</li> </ul>
Young Professional (Law)	<ul style="list-style-type: none"> <li>i. Coordination with empanelled advocates, providing assistance in court cases/arbitration etc.</li> <li>ii. Vetting of agreements, tenders, proposals, MOUs, contracts and legal documents of various divisions.</li> <li>iii. Coordination with other divisions of ITPO for filling of various applications/petitions/replies/ rejoinders/affidavits, etc. etc.</li> </ul>