

File No. 4-ITPO(36)/E-I/2008 Vol-V  
**India Trade Promotion Organisation**  
(Administration, E1)

04.07.2025

Vacancy Circular No. Admin/39/2025

**Subject:** Filling up the post of General Manager (Security) on deputation basis

India Trade Promotion Organisation is a public sector undertaking under the administrative control of Ministry of Commerce and Industry, Government of India. ITPO is in the process of filling up one post of General Manager (Security) in ITPO initially for a period of three years on deputation. The candidate should be in the pay scale of Rs.37000-67000 with Grade Pay of Rs.8700 (Central DA Patten) pre-revised/Level-13 Revised. 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 scale is CDA scale. Perks and allowances, whose parent cadre is CDA Scale, will be governed as per extant DPE/DoPT guidelines.

2. The eligibility criteria for the post of General Manager (Security) are as follows:

**(A) Educational Qualification:**

**Essential:** Bachelor's Degree from a recognized University.

**Desirable:** Post Graduate from a recognized University. In-service training programmes/courses/workshops relating to security management, law and other functions fire fighting, civil defence, etc.

**(B) Experience:**

20 years Managerial/Supervisory Experience in Police/Para Military/Defence. Out of which 5 (five) years experience should be Head of office of Security Division.

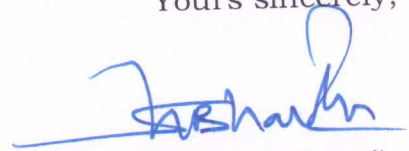
**(C) Maximum Age:**

56 years as on the closing date of receipt of applications.

3. 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](mailto:rajukumar@itpo.gov.in). within 45 days from publication of Advertisement for the said post.

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,



(Shankra Nand Bharti)  
GM (Admin, EI Section)

Encl: Format

Copy to :

All Central Police Organisations, BSF, CISF, CRPF, ITBP, Delhi Police, CBI, AAI, Military Security Branch (MS-3B), MHA, Jt. Secretary (UT), Jt. Secretary (Police) and Principal Secretary (Home) for state	}	With a request to kindly circulate on priority in their respective Departments.
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## **INDIA TRADE PROMOTION ORGANISATION**

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)