

India Trade Promotion Organisation

(Administration Division, E-I)

08.04.2026

Engagement of Consultant in various positions 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.

2. ITPO invites applications from willing and eligible retired Government employees retired from the rank of Under Secretary to the Govt. of India or equivalent/ Deputy Secretary to the Govt. of India or equivalent/ Director to the Govt. of India or equivalent, from Central Government Ministries/ Departments or their attached/subordinate offices for engagement as consultant in various positions as per Annexure I purely on a contractual basis.

3. The terms & conditions for engagement of consultants shall be regulated in accordance with the Department of Expenditure's O.M. No.3-25/2020-E.IIIA dated 09.12.2020.

4. The details including eligibility criteria, terms and conditions etc. are enclosed as Annexure-I and II. ITPO reserves the right to accept or reject in part or in full or all the responses without assigning any reasons whatsoever. The detailed guidelines (copy enclosed) of engagement are available on the website of this Organization i.e. <https://www.itpo.gov.in/career-at-itpo>.

5. The duly filled in applications, in the prescribed format as per Annexure-III along with the Non-Disclosure Undertaking as per Annexure-IV, sent to email: through e-mail careers@itpo.gov.in within three weeks time from the date of publication of this Circular on ITPO Website. Applications received after the closing date/by hand/by post will not be accepted under any circumstances. In case of any query, the applicant may enquire at email Id: _careers@itpo.gov.in

Sd/-
(Shankra Nand Bharti)
General Manager(BM-Coord.) &
HoD (Administration)

i) **NAME & NO. OF POSITION: CONSULTANT (FINANCE & TAXATION)- 02**

Eligibility Criteria	Work description
Substantive Experience of handling Finance Proposals, Preparation of Final Accounts, preparation and passing of Salary bills, Contract bills etc., proficient in dealing with contractual matters w.r.t. GFR, Stores and other GOI guidelines, should be aware of GST, I.Tax, NPS, P.Tax etc., Knowledge of MIS and accounting software, conversant with Ms-Word/PPT/ Excel etc.	<p>i) The consultant will be required to examine cases/proposals, policy issues in the light of Central Govt. rules and regulation, ITPO rules, prepare briefs/ presentations and analyze the proposals assigned to them by their controlling officers'</p> <p>ii) Any other task assigned by the division where posted/competent authority.</p>

ii) **NAME & NO. OF POSITION: CONSULTANT (ADMINISTRATION)- 02**

Eligibility Criteria	Work description
Substantive experience of administrative, establishment work, with knowledge of FRSR,GFR, Reservation roster, Application of FRSR, GFRs, Parliament matters, Court matters etc.	<p>i) The consultant will be required to examine cases/proposals, policy issues in the light of Central Govt. rules and regulation, ITPO rules, prepare briefs/ presentations and analyze the proposals assigned to them by their controlling officers'</p> <p>ii) Any other task assigned by the division where posted/competent authority.</p>

iii) **NAME & NO. OF POSITION: CONSULTANT (VIGILANCE)- 01**

Eligibility Criteria	Work description
Substantive experience of administrative, establishment work, with knowledge of FRSR, GFR, Reservation roster, Application of FRSR, GFRs, Parliament matters, Court matters etc.	<p>i) The consultant will be required to examine cases/proposals, policy issues in the light of Central Govt. rules and regulation, ITPO rules, prepare briefs/ presentations and analyze the proposals assigned to them by their controlling officers'</p> <p>ii) Any other task assigned by the division where posted/competent authority.</p>

iv) **NAME & NO. OF POSITION: CONSULTANT (ARCHITECTURE)-01**

Eligibility Criteria	Work description
<p>Substantive experience in Architectural based software – Auto CAD, Adobe Creative Suite, 3D Development Software, MS Office (particularly proficient in documentation and presentations)</p>	<p>i) To analyse user requirement and accordingly prepare and examine exhibition layouts for various purposes related to events, and undertake site-visits, case-studies and inspections.</p> <p>ii. To analyse user requirement and accordingly prepare plans, sections & elevations, formulate material specifications & BoQ for various purposes related to new buildings or renovation/upgradation of existing buildings and undertake site-visits, case-studies and inspections.</p> <p>iii. To coordinate and communicate with internal and external stakeholders through phone, email and meetings for various requirements of Architecture Unit.</p> <p>iv. To provide high quality inputs in disciplines like large-scale Project Monitoring & Evaluation, Project Management, Operations & Maintenance, Contract Management, Procurement/Tender Management, Property Tax, etc.</p> <p>v. Supporting day-to-day activities of the Architecture Unit and properly maintaining data and drawings in physical/digital formats and retrieving/archiving them as per requirement.</p> <p>vi. Any other task assigned by Architecture Unit/competent authority</p>

v) **NAME & NO. OF POSITION: CONSULTANT(STORES, PURCHASE, PROCUREMENT, GEM)-02**

Eligibility Criteria	Work description
<p>Substantive Experience in Purchase and Stores Management, Hands on experience in stores matters including handling GeM procurement, CPPP, public tenders and acquainted with GFR.</p>	<p>i) The consultant will be required to examine cases/proposals, in the light of Central Govt. rules and regulation, prepare briefs/ presentations and analyze the proposals assigned to them by their controlling officers'</p> <p>ii) Any other task assigned by the division where posted/ competent authority.</p>

Annexure-II

The application should be submitted as per **Annexure-III** only. The details of the terms & conditions etc. of engagement of consultant at various positions in ITPO is as follows: –

Age Limit	Up to 63 years on the date of issue of the advertisement. Health condition of the applicants should support their candidature, and the candidate should submit medical fitness certificate at the time of submission of their application and joining (in case of selection).
Consolidated monthly remuneration (subject to statutory deductions)	(i) As per the guidelines of the Department of Expenditure issued vide O.M. No 3-25/2020-E.IIIA, dated 09.12.2020. (ii) A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment / percentage increase during the contract period.
TA/DA	(i) As applicable. (ii) No TA/DA shall be admissible for joining the assignment or on its completion. (iii) No TA/DA shall be payable for attending the interviews/written test etc.
Transport Allowance	An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.
Other Allowances	No other facilities such as DA, accommodation, residential phone/ conveyance/ transport, foreign travel, personal staff, medical reimbursement, CGHS etc. would be admissible to the consultant.
Tax Deduction at Sources (TDS)	TDS as admissible shall be deducted from the monthly remuneration of Consultant.
Place of Posting	Consultant shall be engaged in the India Trade Promotion Organisation, New Delhi
Period of Engagement	Initially for a period of 1 year (extendable upto 3 years – one year at a time depending on requirement within the Organisation).
Leave	Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.

<p>Attendance & Working days</p>	<p>(i) The working hours of the Consultant shall be same as regular employees working in ITPO. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/ Sundays/ Gazetted holidays. Compensatory leave in such cases shall be at the discretion of the competent authority.</p> <p>(ii) The attendance shall be marked in the Biometric Attendance System by the Consultant.</p> <p>(iii) Remuneration shall not be admissible for any absence beyond the leave accrued at the rate of 1.5 days per completed month of service.</p>
<p>Service Condition</p>	<p>The Consultant shall not, except with the previous sanction of India Trade Promotion Organisation, in the bona fide discharge of his duties, publish a book or a compilation of articles or participate in a radio broadcast or represent any private entity in legal or commercial matters or contribute an article or write a letter to any newspaper or periodical, either in his own name or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast, uses any information that he may access as part of his Consultant assignment.</p>
<p>Confidentiality and Secrecy</p>	<p>(i) During the period of assignment with India Trade Promotion Organization, the Consultant would be subject to the provisions of the Indian Official Secrets Act, 1923 and will not divulge any information gathered by the individual during the period of his assignment to anyone who is not authorised to know the same. The consultants would be required to sign a non-disclosure undertaking as per Annexure-IV.</p> <p>(ii) Selected candidates shall provide integrity certificates from 2 references known to them.</p> <p>(iii) A self-declaration shall be provided by the candidate to the effect that he/she has no criminal record and/or criminal case in any court is pending against them.</p>
<p>Conflict of Interest</p>	<p>(i) The Consultant engaged by ITPO shall in no case represent or give opinion or advice to others in any matter which is averse to the interest of the organisation nor will he indulge in any activity outside the terms of the contractual assignment.</p> <p>(ii) The Consultant will not be entitled for any benefit/compensation absorption/regularization of service with this Department.</p>
<p>Termination of Services and requirement of notice</p>	<p>(i) In case a Consultant wishes to resign from his/her position, he/she shall furnish at least one month's notice period or remuneration in lieu thereof. The Competent Authority, ITPO may waive off the condition for notice period/remuneration in lieu thereof, in deserving cases.</p> <p>(ii) ITPO shall have powers to terminate any or all the Consultants at any time without assigning any reason, with the approval of the Competent Authority, ITPO.</p>

	(iii) Absence from duty for a continuous period of 8 days, without any information or any valid reason shall lead to automatic termination of contractual engagement.
Selection Procedure	All the applications received will be scrutinized by a Scrutiny Committee and data of eligibility of candidates will be tabulated. The scrutinized/shortlisted applicants will be called for personal interview before a Selection Committee.
Annual Performance Report	An Annual Performance Appraisal of the Consultant would be undertaken through an Annual Performance Report (APR).
Review of Guidelines	These instructions may be reviewed as and when the circumstances so warrant with the approval of the Competent Authority.
Relaxation	Any relaxation in the above guidelines would require prior approval of the Competent Authority, ITPO.

Annexure-III

Admin-11042(13)/2/2025-ADMN-ITPO
India Trade Promotion Organisation
(Administration Division, E-I)

Application for the position of Consultant (_____) at ITPO

Paste recent
coloured passport
size photograph

Note: If needed, enclose separate sheet(s).

S. No.	Particulars	To Filled by Applicant				
1	Name in full (Block letters)					
2	Father's Name					
3	Date of Birth					
4	Age as on the date of issue of the advertisement.					
5	Sex (Male/Female/Others)					
6	Category (UR/SC/ST/OBC/PwBD)					
7	PAN No. (with copy)					
8	Aadhaar No.(with copy)					
9	Address of Correspondence					
10	Permanent Address					
11	Contact Details	Mobile No.				
		Landline No.				
		Email ID				
12	Details of educational qualification possessed					
	Course Passed	Subject(s)	University/Institute	Year of Passing	Percentage & Division	
13	Details of Computer Knowledge					
	Detail of experience (Pl. enclose extra sheets if required)	Designation & place of posting/organisation	From	To	BP/GP/Pay Level/Monthly Pay	Nature of work performed

14	Date of joining in Government Services or their attached/subordinate offices				
15	Date of superannuation from Govt. Service or their attached/subordinate offices				
16	Name of the Ministry/Department or their attached/subordinate offices from which retired along with office address				
17	Post/Designation held on the date of retirement from Govt. Service or their attached/subordinate offices				
18	The details of last pay drawn on the date of retirement along with pay level and Basic Pay. Also attach PPO No. and LPC.				
19	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary				
20	Name of two references preferably from the organisation in which worked along with designation, address, contact no. & email				

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was not held guilty in any Departmental Inquiry nor convicted of any offence involving moral turpitude and I am medically fit to perform office work and the Medical is attached herewith. I have read this document and ready to accept all the terms and conditions for engagement of Consultant (_____).

Place: _____

Date: _____

(Signature of the Candidate)

NON-DISCLOSURE UNDERTAKING

To,

GM (BM-Coord.) & HoD (Administration))
India Trade Promotion Organisation
Bharat Mandapam, New Delhi-110001

Sir,

1. I hereby undertake to-
 - (i) Treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
 - (ii) Not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
 - (iii) To hold such confidential information in trust and confidence both during and after the terms of my engagement. Not to engage in any other employment/occupation/consultancy or any other activity during my engagement with ITPO which would otherwise conflict with my obligations towards ITPO.
 - (iv) To abide by data security policy and related guidelines issued by ITPO.
 - (v) Shall not resort to any corrupt practices in any aspect and at any stage during the tenure of engagement.
2. In the event of my termination from employment for any reason whatsoever, I shall promptly surrender and deliver to the ITPO any records/material, equipment, documents or data which is of confidential nature.
3. I shall keep ITPO informed of any change in my address or contact details during the period of my engagement.
4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
5. For the purpose of this undertaking, Confidential Information means any information received from any source, whether in physical electronic or in digital format.

Yours faithfully,

Signature: _____
Name: _____
Address: _____
Date: _____
Personal Contact/Mobile No.: _____