

INDIA TRADE PROMOTION ORGANISATION

(A Government of India Enterprise under the Ministry of Commerce & Industry)

NOTICE FOR ENGAGEMENT OF CONSULTANTS AND SENIOR CONSULTANTS ON CONTRACTUAL BASIS

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1. INVITATION FOR APPLICATIONS

India Trade Promotion Organisation (ITPO) is the Government of India's apex institution for international trade promotion, export facilitation, and global business partnership development. ITPO invites applications from suitably qualified and experienced professionals for engagement as Consultants and Senior Consultants on a contractual basis in specialized functional areas.

Important: The engagement shall be purely contractual and temporary in nature and shall not confer any right or claim for regular appointment, absorption or permanent employment in ITPO.

2. SUMMARY OF POSITIONS

S. No.	Division / Functional Area	Position	No. of Positions	Indicative Monthly Fixed Remuneration
1	Infrastructure Development & Maintenance (Works)	Senior Consultant	01	₹3.00–4.00 lakh
2	Infrastructure Development & Maintenance (Works)	Consultant	01	₹1.50–2.50 lakh
3	Business Development (BDD)	Senior Consultant	01	₹3.00–4.00 lakh
4	Business Development (BDD)	Consultant	01	₹1.50–2.50 lakh
5	Editorial Management (Trade Magazine)	Senior Consultant	01	₹3.00–4.00 lakh
6	Editorial Management (Trade Magazine)	Consultant	01	₹1.50–2.50 lakh
7	Fairs & Exhibitions Management (Fairs)	Senior Consultant	01	₹3.00–4.00 lakh
8	Fairs & Exhibitions Management (Fairs)	Consultant	02	₹1.50–2.50 lakh
9	Media Communications & Branding	Senior Consultant	01	₹3.00–4.00 lakh
10	Media Communications & Branding	Consultant	01	₹1.50–2.50 lakh
11	Convention Centre Management (BMCC)	Senior Consultant	01	₹3.00–4.00 lakh
12	Convention Centre Management (BMCC)	Consultant	01	₹1.50–2.50 lakh
13	Cultural Programming	Senior Consultant	01	₹3.00–4.00 lakh
14	Housekeeping / Soft Services (BMCC)	Consultant	01	₹2.00–3.00 lakh
15	Facilities Management	Senior Consultant	01	₹3.00–4.00 lakh
16	Facilities Management	Consultant	01	₹2.00–3.00 lakh
17	Market & Policy Intelligence	Trade Associates	03	₹50,000–₹80,000
18	Market & Policy Intelligence	Trade Analysts	03	₹1.0–2 lakh
19	Dialogues and Forums	Trade Specialist	02	₹1.50–2.00 lakh
20	Domestic Trade Development Activities	Trade Specialist	02	₹1.80–2.50 lakh
21	Foreign Office Establishment & Co-ordination	Trade Link Officer	01	₹1.80–2.00 lakh

Total positions: 28. ITPO reserves the right to increase or decrease the number of positions based on organisational requirements.

3. POSITION-WISE TERMS OF REFERENCE (TOR)

A1. Senior Consultant – Infrastructure Development & Maintenance

No. of Position: 01 **Indicative Monthly Fixed Remuneration:** ₹3.00–4.00 lakh

Key Responsibilities

- Lead the planning, development, execution and maintenance of ITPO's infrastructure and facilities.
- Provide strategic and technical oversight for major infrastructure, renovation, redevelopment and modernization projects.
- Manage project consultants, contractors, vendors and other stakeholders.
- Monitor project schedules, budgets, quality, safety and regulatory compliance.
- Oversee preventive and corrective maintenance and asset lifecycle management.
- Identify opportunities for infrastructure modernization, energy efficiency, sustainability and technology-enabled facility management.

Educational Qualification: Bachelor's degree in civil engineering, Architecture, Construction Management, Infrastructure Planning or a related discipline from a recognized university/institution. Master's degree in a relevant discipline will be preferred.

Preferred Skills / Experience: Minimum 15 years of relevant professional experience in planning, execution, maintenance and/or modernization of large infrastructure projects. Experience in Government, PSUs, industrial parks, exhibition centres, convention centres, airports, commercial complexes or comparable public infrastructure will be preferred.

A2. Consultant – Infrastructure Development & Maintenance

No. of Position: 01 **Indicative Monthly Fixed Remuneration:** ₹1.50–2.50 lakh

Key Responsibilities

- Support planning, execution and monitoring of infrastructure development, maintenance and renovation projects.
- Coordinate with contractors, consultants, vendors and internal stakeholders.
- Conduct site inspections and monitor project progress.
- Assist in preventive and corrective maintenance activities.
- Monitor quality, safety and compliance requirements.
- Prepare project status reports and support asset management initiatives.

Educational Qualification: Bachelor's degree in civil engineering, Architecture, Construction Management, Infrastructure Planning or a related discipline.

Preferred Skills / Experience: 5–12 years of relevant experience in infrastructure planning, project execution, maintenance or modernization. Experience in Government, PSUs, industrial parks, exhibition centres, airports, convention centres or commercial complexes will be preferred.

B1. Senior Consultant – Business Development

No. of Position: 01 **Indicative Monthly Fixed Remuneration:** ₹3.00–4.00 lakh

Key Responsibilities

- Lead business development initiatives to expand domestic and international trade opportunities.
- Develop strategic partnerships with industry, government agencies, trade bodies and international organisations.
- Identify new business opportunities and revenue streams for ITPO.
- Develop stakeholder engagement and partnership strategies.
- Support growth in participation across ITPO's trade fairs, exhibitions and trade promotion programmes.
- Prepare strategic plans, business proposals and management presentations.

Educational Qualification: Bachelor's degree in business administration, International Business, Commerce, Economics, Marketing or a related discipline. Master's degree/MBA will be preferred.

Preferred Skills / Experience: 8–12 years of relevant experience in business development, trade promotion, export promotion, investment promotion, B2B partnerships or strategic partnerships. Government, trade promotion organisation, industry association or large corporate experience will be preferred.

B2. Consultant – Business Development

No. of Position: 01 **Indicative Monthly Fixed Remuneration:** ₹1.50–2.50 lakh

Key Responsibilities

- Support business development and stakeholder engagement initiatives.
- Identify prospective exhibitors, partners, industry associations and business opportunities.
- Support participation and revenue-generation initiatives.
- Coordinate with industry, government agencies and business partners.
- Maintain stakeholder relationships and business opportunity pipelines.

Educational Qualification: Bachelor's degree in business administration, International Business, Commerce, Economics, Marketing or a related discipline. Master's degree/MBA will be preferred.

Preferred Skills / Experience: 4–7 years of relevant experience in business development, sales, trade promotion, client relationship management or partnership development.

C1. Senior Consultant – Editorial Management

No. of Position: 01 **Indicative Monthly Fixed Remuneration:** ₹3.00–4.00 lakh

Key Responsibilities

- Lead editorial strategy and content planning for ITPO's trade publications.
- Manage end-to-end editorial workflows from content planning through publication.
- Ensure high standards of editorial quality, accuracy, consistency and timeliness.
- Coordinate with internal divisions, industry stakeholders, contributors and external agencies.
- Oversee content development across print and digital platforms.
- Support modernization and digitization of ITPO's publication ecosystem.

Educational Qualification: Bachelor's degree in journalism, Mass Communication, English, Publishing, Media Studies, Communications or a related discipline. Master's degree will be preferred.

Preferred Skills / Experience: Minimum 15 years of relevant experience in editorial management, content development, publishing or communications, preferably with Government, public sector, media, publishing or large corporate organisations.

C2. Consultant – Editorial Management

No. of Position: 01 **Indicative Monthly Fixed Remuneration:** ₹1.50–2.50 lakh

Key Responsibilities

- Support content planning, writing, editing and proofreading.
- Coordinate with internal and external contributors.
- Support editorial calendars and publication schedules.
- Develop and edit articles, features, interviews, reports and other content.
- Coordinate publication activities across print and digital platforms.

Educational Qualification: Bachelor's degree in journalism, Mass Communication, English, Publishing, Media Studies, Communications or a related discipline. Master's degree will be preferred.

Preferred Skills / Experience: 2–10 years of relevant experience in content writing, editing, publishing or editorial coordination.

D1. Senior Consultant – Fairs & Exhibitions Management

No. of Position: 01 **Indicative Monthly Fixed Remuneration:** ₹3.00–4.00 lakh

Key Responsibilities

- Lead planning and execution of domestic and international fairs, exhibitions and trade promotion events.
- Develop event strategies, execution plans and stakeholder engagement frameworks.
- Coordinate with exhibitors, industry bodies, government agencies, vendors and internal teams.
- Oversee event readiness, logistics, timelines and operational delivery.
- Drive exhibitor and stakeholder satisfaction and improve event experience and commercial outcomes.

Educational Qualification: Bachelor's degree in Event Management, Business Administration, Marketing, Hospitality, Commerce or a related discipline. Master's degree will be preferred.

Preferred Skills / Experience: 8–12 years of relevant experience in planning and managing trade fairs, exhibitions, business events or large-scale conferences. Government, public sector or large-scale commercial event experience will be preferred.

D2. Consultant – Fairs & Exhibitions Management

No. of Position: 02 **Indicative Monthly Fixed Remuneration:** ₹1.50–2.50 lakh

Key Responsibilities

- Support planning and execution of fairs, exhibitions and trade promotion events.
- Coordinate with exhibitors, vendors, contractors and internal stakeholders.
- Monitor event logistics, timelines and deliverables.
- Support venue readiness and on-ground event operations.
- Maintain event documentation and prepare status reports.

Educational Qualification: Bachelor's degree in Event Management, Business Administration, Marketing, Hospitality, Commerce or a related discipline. Master's degree will be preferred.

Preferred Skills / Experience: 4–7 years of relevant experience in event coordination, exhibition management, trade promotion or related activities.

E1. Senior Consultant – Media Communications & Branding

No. of Position: 01 **Indicative Monthly Fixed Remuneration:** ₹3.00–4.00 lakh

Key Responsibilities

- Lead ITPO's media, external communications and brand visibility initiatives.
- Develop media engagement and communication strategies.
- Manage relationships with print, electronic and digital media.
- Lead press communications, media briefings and external outreach.
- Develop communication materials, press releases, media briefs and key messages.
- Strengthening ITPO's institutional positioning and brand identity.

Educational Qualification: Bachelor's degree in journalism, Mass Communication, Public Relations, Communications, Media Studies or a related discipline. Master's degree will be preferred.

Preferred Skills / Experience: 8–12 years of relevant experience in media relations, corporate communications, public relations or external communications. Government or large-organisation experience will be preferred.

E2. Consultant – Media Communications & Branding

No. of Position: 01 **Indicative Monthly Fixed Remuneration:** ₹1.50–2.50 lakh

Key Responsibilities

- Support media outreach and press communication activities.

- Prepare press releases, media briefs and communication materials.
- Coordinate with media agencies and external stakeholders.
- Support media interactions and outreach programmes.
- Assist in developing digital and external communication content.

Educational Qualification: Bachelor's degree in journalism, Mass Communication, Public Relations, Communications, Media Studies or a related discipline. Master's degree will be preferred.

Preferred Skills / Experience: 4–7 years of relevant experience in media relations, public relations, corporate communications or content development.

F1. Senior Consultant – Convention Centre Management (BMCC)

No. of Position: 01 **Indicative Monthly Fixed Remuneration:** ₹3.00–4.00 lakh

Key Responsibilities

- Lead operational planning and management of convention centre activities.
- Ensure venue readiness and operational excellence for events.
- Oversee venue scheduling, event coordination and stakeholder management.
- Coordinate with clients, vendors, service providers and internal teams.
- Monitor service quality and visitor experience.
- Ensure compliance with safety, operational and service standards.

Educational Qualification: Bachelor's degree in hospitality management, Event Management, Business Administration, Facility Management, Tourism or a related discipline. Master's degree will be preferred.

Preferred Skills / Experience: 8–12 years of relevant experience in convention centre, venue, hospitality or large-scale event operations. Government, commercial venue or large convention facility experience will be preferred.

F2. Consultant – Convention Centre Management (BMCC)

No. of Position: 01 **Indicative Monthly Fixed Remuneration:** ₹1.50–2.50 lakh

Key Responsibilities

- Support day-to-day convention centre operations.
- Coordinate with clients, vendors and internal teams.
- Monitor venue readiness and event logistics.
- Support event execution and operational coordination.
- Track operational issues and facilitate timely resolution.
- Assist in maintaining service quality and customer experience standards.

Educational Qualification: Bachelor's degree in hospitality management, Event Management, Business Administration, Facility Management, Tourism or a related discipline. Master's degree will be preferred.

Preferred Skills / Experience: 4–7 years of relevant experience in convention centre operations, venue management, event coordination or hospitality services.

G1. Senior Consultant – Cultural Programming

No. of Position: 01 **Indicative Monthly Fixed Remuneration:** ₹3.00–4.00 lakh

Key Responsibilities

- Lead planning and delivery of cultural programmes and special events at ITPO.
- Develop programming concepts aligned with ITPO's institutional objectives and visitor experience.
- Establish partnerships with artists, cultural institutions, government bodies and event partners.
- Curate and manage cultural events, festivals, performances and special programmes.
- Oversee programme budgets, timelines, vendors and execution.
- Develop innovative programming to enhance ITPO's brand and visitor experience.

Educational Qualification: Bachelor's degree in arts, Event Management, Performing Arts, Cultural Studies, Tourism or a related discipline. Master's degree will be preferred.

Preferred Skills / Experience: 8–12 years of relevant experience in planning and managing cultural programmes, festivals, public events or stakeholder engagement initiatives.

H1. Consultant – Housekeeping / Soft Services (BMCC)

No. of Position: 01 **Indicative Monthly Fixed Remuneration:** ₹2.00–3.00 lakh

Key Responsibilities

- Support management of housekeeping and soft services operations at BMCC.
- Monitor housekeeping standards, hygiene, cleanliness and service quality.
- Coordinate with housekeeping agencies, vendors and service providers.
- Monitor manpower deployment, service schedules and operational performance.
- Establish and monitor service-level standards and performance indicators.
- Conduct inspections and identify areas for corrective action.
- Support best practices in facility hygiene, sustainability and visitor experience.

Educational Qualification: Bachelor's degree in hospitality management, Hotel Management, Facility Management, Business Administration or a related discipline. Master's degree will be preferred.

Preferred Skills / Experience: 8–12 years of relevant experience in housekeeping, facility management or soft services operations in large commercial, hospitality, convention centre or public infrastructure environments.

I1. Facilities Management – Consultant

No. of Position: 01 | Indicative Monthly Fixed Remuneration: ₹2.00–3.00 lakh/month

Key Responsibilities

- Support day-to-day facilities operations across ITPO premises.
- Coordinate with service providers and internal stakeholders.
- Monitor service delivery, maintenance activities and operational and safety compliance.

Educational Qualification: Bachelor's degree in Facility Management, Engineering, Architecture, Business Administration, Hospitality Management or related discipline.

Preferred Skills / Experience: Minimum 4–7 years of experience in facilities management, building operations or integrated facility services.

I2. Facilities Management – Senior Consultant

No. of Position: 01 | Indicative Monthly Fixed Remuneration: ₹3.00–4.00 lakh/month

Key Responsibilities

- Lead planning and management of integrated facilities services across ITPO premises.
- Oversee service providers, operational performance and asset upkeep.
- Ensure compliance with safety, statutory and service-quality standards.

Educational Qualification: Bachelor's degree in Facility Management, Engineering, Architecture, Business Administration, Hospitality Management or related discipline.

Preferred Skills / Experience: Minimum 15 years of experience in facilities management, building operations or integrated facility services for large commercial, public or institutional infrastructure.

J1. Foreign Office Establishment & Co-ordination – Trade Link Officer

No. of Position: 01 | Indicative Monthly Fixed Remuneration: 5–8 Years: ₹1.8–2.0 lakh/month

Key Responsibilities

- Undertake groundwork and market research for establishment of ITPO foreign offices.
- Support development of a digitized ITPO platform.
- Coordinate activities with stakeholders following establishment of foreign offices.

Educational Qualification: Minimum: Bachelor's degree in economics, BBA or related discipline. Preferably: Master's degree in international Trade or MBA from a reputed institution with training in International Business.

Preferred Skills / Experience: Prior experience networking with industry stakeholders, exporters and related organisations; strong coordination, research and stakeholder-management capabilities.

K1. Domestic Trade Development Activities – Trade Specialist

No. of Position: 02 | Indicative Monthly Fixed Remuneration: 3–8 Years: ₹1.8–2.5 lakh/month

Key Responsibilities

- Support training and capacity-building programmes for exporters.
- Manage exporter facilitation desk activities.

- Identify and support export-oriented start-ups.
- Facilitate access to relevant trade information and support mechanisms.

Educational Qualification: Minimum: Bachelor's degree in economics, BBA or related discipline. Preferably: Master's degree in international Trade or MBA from a reputed institution with training in International Business.

Preferred Skills / Experience: Industry experience; experience with export start-ups and exporters; teaching/training exposure; strong communication and stakeholder-management skills.

L1. Dialogues and Forums – Trade Specialist

No. of Position: 02 | Indicative Monthly Fixed Remuneration: 3–8 Years: ₹1.5–2.0 lakh/month

Key Responsibilities

- Organise trade forums and policy dialogues between government and industry.
- Coordinate with Indian Missions, Trade Promotion Organisations and industry stakeholders.
- Conduct Trade Lecture Series and related programmes.

Educational Qualification: Minimum: Bachelor's degree in economics, BBA or related discipline. Preferably: Master's degree in economics, International Trade, Public Policy or related fields, or MBA from a reputed institution.

Preferred Skills / Experience: Awareness of the trade ecosystem, including EPCs, industry bodies and embassies; strong networking and stakeholder-management skills; experience organising conferences, forums or business events.

M1. Market & Policy Intelligence – Trade Analyst

No. of Position: 03 | Indicative Monthly Fixed Remuneration: 2–3 Years: ₹1.0–1.5 lakh/month; 5 Years: ₹1.5–2.0 lakh/month

Key Responsibilities

- Prepare comprehensive research reports based on data analytics.
- Develop export strategies and provide policy inputs.
- Identify trade and investment linkages.
- Contribute analytical content to ITPO Trade Magazine for domestic and global audiences.

Educational Qualification: Minimum: Bachelor's degree in economics, BBA or related discipline. Preferably: Master's degree in economics, International Trade, Public Policy or related fields, or MBA from a reputed institution.

Preferred Skills / Experience: Strong analytical and data-interpretation skills; knowledge of WTO, FTAs, Foreign Trade Policy and NTBs; experience with trade research; exposure to EPCs or trade research organisations preferred.

M2. Market & Policy Intelligence – Trade Associate

No. of Position: 03 | Indicative Monthly Fixed Remuneration: Freshers: ₹50,000/month; 1–2 Years: ₹80,000/month

Key Responsibilities

- Support collection, validation and analysis of trade and market data.
- Assist in preparing dashboards, market scans, trade briefs and presentations.
- Contribute data-backed inputs for trade promotion initiatives.

Educational Qualification: Minimum: Bachelor's degree in economics, BBA or related discipline. Preferably: Master's degree in economics, International Trade or related fields, or MBA from a reputed institution.

Preferred Skills / Experience: Hands-on familiarity with trade databases such as ITC, WTO, RTA, CMIE, EITS, WEF or comparable sources; advanced MS Excel and PowerPoint; exposure to Tableau, Power BI or similar visualization tools.

ANNEXURE I – STANDARD TERMS & CONDITIONS OF ENGAGEMENT

1. General Eligibility Requirements

- Candidates must possess the prescribed educational qualifications from a recognized university/institution.
- Experience shall be relevant and post-qualification unless otherwise specified.
- Additional professional qualifications, certifications and demonstrated domain expertise relevant to the assignment may be given due consideration.
- Mere fulfilment of minimum eligibility criteria shall not confer a right to shortlisting or engagement.

2. Nature and Tenure of Engagement

- The engagement will be purely on contractual basis. You will not be regarded, for any purposes, as being either a 'staff member' or an 'official' of ITPO. Accordingly, nothing within or relating to the Contract shall establish the relationship of employer and employee, or of principal and agent, between ITPO and the engaged Consultant/senior Consultant.
- The position is primarily for ITPO HQs located at New Delhi, however, ITPO reserves the right to post you to any of its Regional Offices.
- The initial engagement shall ordinarily be for 3 years extendable by 1 year at a time upto a maximum of 5 Years in total.
- Extension may be considered based on continued organisational requirement, satisfactory performance, quality and timeliness of deliverables, and approval of the competent authority.
- Extension shall not be automatic and shall not confer any right to continuation or regular appointments.
- ITPO may prescribe Key Performance Indicators (KPIs) specific to each position/functional stream, against which the performance of the engaged Consultant/Senior Consultant shall be periodically assessed, including at the time of considering extension of the engagement. The KPIs applicable to a position shall be communicated to the Consultant/Senior Consultant at the time of engagement. Failure to meet the prescribed KPIs, without justifiable cause, may constitute grounds for non-extension or termination of the engagement.

3. Confidentiality and non-disclosure

- Consultants shall maintain strict confidentiality regarding all information, documents, data, records and commercial/stakeholder information accessed during the engagement.
- Selected candidates shall execute a confidentiality/non-disclosure undertaking as prescribed by ITPO.
- Work products created specifically for ITPO shall vest with ITPO, subject to the engagement agreement.

4. Conflict of Interest

- You will be expected to follow all the rules and regulations of ITPO and Government of India, which are in force. You will be expected to display utmost honesty, secrecy of office and sincerity while discharging your duties. In case your services are not found satisfactory or found in conflict with the interests of the ITPO/Government of India, your services will be liable for discontinuation/termination without assigning any reason.

5. No Claim for Regular Employment

- The engagement shall not be construed as appointment to a regular post in ITPO.
- Consultants shall not be entitled to claim regularization, absorption, seniority or appointment to any regular position by virtue of contractual engagement.

6. Termination

- The engagement can be terminated at any time by ITPO by giving 30 days' notice or remuneration in lieu thereof. Similarly, the Consultant/Senior Consultant may also resign after giving 30 days' notice or remuneration in lieu of that notice. You will be expected to conduct yourself in accordance with the rules and regulations of ITPO and the Government of India. You will be expected to demonstrate high moral character, honesty, integrity, secrecy of office

and utmost dedication to work while discharging your duties. In case the services are not found satisfactory, or found to be in conflict with the interest of ITPO/Government of India, or at any stage in the event of a serious failure to perform the assigned task, negligence of duties, unauthorized absence, or failure to observe standards of conduct, the services will be terminated immediately, without any notice period or compensation.

7. Age Criteria

- Senior Consultant: Maximum Age: 60 years as on the closing date of application.
- Consultants: Maximum Age: 55 years as on the closing date of application.
- ITPO Competent Authority may relax age criteria in exceptional cases for highly deserving candidates possessing outstanding domain expertise

8. Selection Process

- Applications may be screened against prescribed eligibility criteria.
- ITPO may shortlist candidates based on qualifications, relevant experience, domain expertise, professional achievements and suitability.
- Shortlisted candidates may be invited for interview and/or further assessment, including a presentation or case study, where considered appropriate.
- The decision of the competent authority/selection committee regarding shortlisting and selection shall be final.

9. Document Verification

- Selected candidates shall produce original certificates/documents for verification.
- The engagement is subject to verification of documents relating to educational qualification and experience. If any information/document/declaration submitted are found false/wrong at any stage, the engagement will be terminated immediately, and appropriate action will be taken against as per rules.

10. Working Hours

- Working Hours shall normally be from 10.00 AM to 06.00 PM (based on the biometric attendance registered by you) during week days including half an hour lunch break in between. However, in exigencies of work, you may be required to sit late and may also be called on Saturday/Sunday and other holidays.

11. Jurisdiction

- All disputes arising out of and in relation to the contract between the parties herein shall be governed by Laws of India subject to the exclusive jurisdiction of the courts of Delhi only.

12. General Conditions

- ITPO reserves the right to increase/decrease the number of positions, modify eligibility criteria for selection processes, withdraw any position, reject applications or cancel the process at any stage.
- Canvassing in any form shall lead to disqualification.
- Candidates already employed with Government, PSUs, statutory/autonomous bodies or other organisations shall obtain necessary permission/NOC wherever applicable.
- Consultants shall comply with ITPO's applicable policies, administrative instructions, security requirements and code of conduct.
- The engagement shall be governed by applicable laws, Government of India/ITPO guidelines and the terms of the engagement agreement, as amended from time to time.
- The period for submission of applications shall commence from the date of publication of this advertisement, i.e. **03.09.2026**, and applications shall be accepted for a period of **21 calendar days**, with the closing date being **24.09.2026 at 6:00 PM**. Only applications received through the designated e-mail address recruitment@itpo.gov.in within the stipulated period shall be considered. Applications received through any other mode/e-mail address or after the closing date and time shall not be considered.

ANNEXURE II – APPLICATION AND SUBMISSION GUIDELINES

Eligible and interested candidates shall submit the application in the prescribed format together with the following documents:

- Updated CV/Resume highlighting relevant professional experience and major assignments/projects.
- Educational qualification certificates and mark sheets.
- Experience certificates clearly indicate designation, duration and nature of work.
- Professional qualification/certification documents, wherever applicable.
- Identity proof and other statutory documents as specified by ITPO.
- Recent photograph.
- Any additional documents specified in the detailed application instructions.

Submission Details

Application Mode	Email as specified by ITPO
Application through Email	Submit your applications at mail id: recruitment@itpo.gov.in
Last Date	24/09/2026 till 06:00 p.m
Official Website	www.itpo.gov.in

IMPORTANT

ITPO DOES NOT CHARGE ANY FEE FROM CANDIDATES AT ANY STAGE OF THE SELECTION OR ENGAGEMENT PROCESS.

Candidates should rely only on vacancy information published through ITPO's official website and authorized communication channels.

Sd/-

**General Manager (BM -Coord. & HoD Administration)
India Trade Promotion Organisation
Pragati Maidan, New Delhi – 110001**