eFile No. Admin-11042(13)/2/2025-ADMN-ITPO

India Trade Promotion Organisation

(Administration Division, E-I Section)

Bharat Mandapam, New Delhi

11th November 2026

Subject:- Engagement of Sr. Security Consultant and Security Consultant 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/Private Sector for engagement as Senior Security Consultant and Security Consultant 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 Annexure-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)

Annexure I

Guidelines for engagement of Senior Security Consultant and Security Consultant at ITPO The application should be submitted as per Annexure-II only. The requisite qualification for applicants and details of the terms & conditions etc. of engagement of consultant is as follows:-

Sl. No.	Name of Post	No.of Posts	Minimum Educational Qualification	Experience Requirements:
1.	Sr. Security Consultant	01	Graduate in any discipline	1. 05 years service in: a. Indian Army / Navy / Air Force / CAPF/Police in the rank of Inspector and above or ITPO Deputy General Manager and above level/Corporate/industries establishments at the level of Inspector. b. Age up 65 years on the date of issue of the advertisement. 2. Experience in: a. Logistic/event Management/ Administration / Security operations
2.	Security Consultant	03	Graduate in any discipline 10th for Ex ITPO Security candidates	1. 05 years service in: a. Indian Army / Navy / Air Force / CAPF/Police or Corporate/industries establishments at the level of Inspector/Ex ITPO Supervisor and above level Corporate/Industries security cadre b. Age up 65 years on the date of issue of the advertisement. 2. Experience in: a. Logistic /event Management/ Administration / Security operations

Job responsibilities :

- Monitor security activities at Bharat Mandapam premises including parking areas.
- Ensure safety of vehicles, visitors, and staff.
- Conduct regular patrols and site inspections of Bharat Mandapam.
- Manage access control and entry/exit procedures of Bharat Mandapam.
- Respond to security incidents and emergencies.
- Coordinate with security guards and parking teams for smooth day top day operations.
- Operation and maintenance of CCTV system, CCTV footage and report suspicious activities.
- Maintain security attendance records, daily situational reports and deployment records.
- Ensure compliance with safety and security procedures.
- Ensure safety and security arrangements during events/fairs.
- Liaison with local agencies for security operations
- Recommend improvements for parking security and operations.

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 65 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) and Police Clearance Certificate(PCC).
Consolidated monthly remuneration (subject to statutory deductions)	(i) **For applicants who retired from Govt. organisations and drawing pension**: a fixed monthly remuneration equal to the last pay drawn minus the basic pension + Transport Allowance in terms of instructions contained of the Department of Expenditure issued vide O.M. No 3-25/2020-E.IIIA, dated 09.12.2020 and (ii) **For all such applicants who are not drawing pension**: a fixed consolidated monthly remuneration ranging from Rs.60,000 to 70,000/- to Sr. Security Consultant depending upon their experience and Rs.50,000/- to Security Consultant. (iii) 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	Leave of 8 days shall be allowed in a year on pro-rata basis. The leaves shall accrue to them on completed month basis calculated from their date of joining on pro-rata basis
Attendance & Working days	(i) The working hours of the Consultant shall be same as regular Government 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. (ii) The attendance shall be marked in the Biometric Attendance System by the Consultant. (iii) A Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on pro-rata basis).
Service Condition	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
Confidentiality and Secrecy	(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. (ii) Selected candidates shall provide integrity certificates from 2 references known to them. (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
Conflict of Interest	(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. (ii) The Consultant will not be entitled for any benefit/compensation absorption/regularization of service with this Department.

Termination of Services and requirement of notice	(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. (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. (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

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India Trade Promotion Organisation

(Administration Division, E-I)

Application for the position of Sr. Security Consultant/ Security Consultant at ITPO

Paste recent coloured passport size photograph

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

Sl. 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						

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

21	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)

Annexure-IV

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:_____
PersonalContact/Mobile No.:_____
Email ID:_____