India Trade Promotion Organisation
(A Government of India Enterprise)
Bharat Mandapam, New Delhi-110001

F.No.4-ITPO(3)/E-I/2026 Date: 17.10.2026

DIRECT RECRUITMENT OF SENIOR ASSISTANT (CIVIL), SENIOR ASSISTANT (ELECTRICAL), SENIOR ASSISTANT (ARCHITECTURE), ASSISTANT (ACCOUNTS), JUNIOR STENOGRAPHER, JUNIOR ASSISTANT (GENERAL CADRE) AT ITPO.

India Trade Promotion Organisation (ITPO), a Government of India Enterprise under the Ministry of Commerce & Industry, invites applications **through Direct Recruitment** for the post of **Senior Assistant (Civil), Senior Assistant (Electrical), Assistant (Accounts), Junior Stenographer, Junior Assistant (General Cadre) at ITPO** from interested and eligible candidates who appeared in the Junior Engineer (Civil, Mechanical & Electrical) Examination-2024, Combined Graduate level (CGL) Examination-2024, Stenographer Grade 'C' and 'D' Examination, 2024-Grade-C conducted by the Staff Selection Commission (SSC), but were not finally recommended for appointment and have opted to disclose their details in accordance to the instructions contained Department of Personnel and Training (DoPT) OM No.39020/01/2016-Estt.(B) dated 21.12.2020. Further, applications are also invited for the post of Senior Assistant (Architecture) to be filled through Direct Recruitment from amongst the Candidates who appeared and secured qualifying cut-off marks in GRADUATE APTITUDE TEST IN ENGINEERING (GATE) 2024, 2025, 2026-Architecture and Planning.

2. The details of the post and the corresponding required score are as follows:

Name of the post	**Name of the examination and required score**
Senior Assistant (Civil)	Junior Engineer (Civil, Mechanical & Electrical) Examination-2024 conducted by SSC
Senior Assistant (Electrical)	Junior Engineer (Civil, Mechanical & Electrical) Examination-2024 conducted by SSC
Senior Assistant (Architecture)	GATE-2024/2025/2026 score for Architecture and Planning GATE paper: AR
Assistant (Accounts)	SSC Combined Graduate Level (CGL) Examination-2024
Junior Stenographer	SSC Stenographer Examination Grade 'C'-2024
Junior Assistant (General Cadre)	SSC Combined Graduate Level (CGL) Examination-2024

3. **DETAILS OF POSTS:**

(A) Senior Assistant (Civil):

Post Code No.	01
Name of the post	Senior Assistant (Civil)
Number of posts	07 (UR-2, EWS-1, OBC-2, SC-1, ST- 1)
Pay-Scale	Rs.29000-110000 (IDA Pattern)
Educational Qualification	**Essential**: Degree/Diploma in Civil Engineering from University/ Institution **Desirable:** Knowledge of foreign languages, other than English.
Experience	**Essential** for diploma holders only 1 year experience of construction and maintenance of permanent structures in Civil Engineering in Government/ Public Sector/ reputed Private Sector organisations, preferably in the field of exhibitions
Age Limit	28 years

(B) Senior Assistant (Electrical):

Post Code No.	02
Name of the post	Senior Assistant (Electrical)
Number of posts	04 (UR-1, SC-1, ST-1, OBC-1)

Pay-Scale	Rs.29000-110000 (IDA Pattern)
Educational Qualification	**Essential:** Degree/Diploma in Electrical Engineering recognised University/Institution. **Desirable** Knowledge of foreign languages, other than English.
Experience	**Essential for diploma holders only** 1 year experience of construction and maintenance of permanent structures in Electrical Engineering in Government/Public Sector/ reputed Private Sector organisations, preferably in the field of exhibitions.
Age Limit	28 years

(C) Senior Assistant (Architecture):

Post Code No.	03
Name of the post	Senior Assistant (Architecture)
Number of posts	01 (OBC-1)
Pay-Scale	Rs.29000-110000 (IDA Pattern)
Educational Qualification	**Essential:** Degree/Diploma in Architecture from a recognised University/ Institution. **Desirable:** Knowledge of foreign languages, other than English.
Experience	**Essential** for diploma holders only 1 year experience in Architecture in Government/ Public Sector/ reputed Private Sector organisations, preferably in the field of exhibitions.
Age Limit	28 years

(D) Assistant (Accounts):

Post Code No.	04
Name of the post	Assistant (Accounts)
Number of posts	10 (UR-5, OBC-2, SC-1, ST-1, EWS-1)
Pay-Scale	Rs.27500-99000 (IDA Pattern)
Educational Qualification	**Essential:** (i)B.Com. (2nd Division) (ii) Working knowledge of Computer applications
Experience	**Essential**: 2 years experience in Finance/ Accounts in Government/ Public Sector/ reputed Private Sector Organisations. **Note:** Preference will be given for experience in Government/PSUs.
Age Limit	28 years

(E) Junior Stenographer:

Post Code No.	05
Name of the post	Junior Stenographer
Number of posts	05 (UR-2, OBC-1, SC-1, EWS-1)
Pay-Scale	Rs.27500-99000 (IDA Pattern)
Educational Qualification	**Essential:** 1. Bachelor's Degree from a recognised University. 2. Shorthand/Typing speed 80/40 w.p.m.
Experience	**Desirable:** Experience as Steno-typist in reputed organisations.
Age Limit	27 years

(F) Junior Assistant (General Cadre):

Post Code No.	06
Name of the post	Junior Assistant (General Cadre)
Number of posts	19 (UR-9, OBC-5, SC-2, ST-1, EWS-2).
Pay-Scale	Rs.25000-85000 (IDA Pattern)
Educational Qualification	**Essential:** (i) Bachelor's Degree (at least with 2nd Division) (ii) Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computers. (English) or 25 w.p.m. in (Hindi) (iii) Proficiency in the use of variety of Computer office applications like M.S. Word, Excel, Power-Point or equivalent is a must.
Experience	**Essential** The candidate should have 2 years post qualification experience in dealing with files/data entry in Govt./ PSU/reputed private sector organization.
Age Limit	27 Years

4. **IMPORTANT DATES :**

Opening date for online application	17.10.2026
Last date and time for closing of Registration and submission of online application and payment of Application fee (if applicable) through the payment gateway	13.11.2026

5. AGE LIMIT (As on closing date):

(i) For the Post code no. 1,2,3 & 4 : Maximum age 28 years

(ii) For the Post code no. 5 & 6 : Maximum age 27 years

(iii) The Cut-off date for calculating the age and experience is the last date of submission of online application form.

(iv) Relaxation in Age Limit:

- Relaxation in the upper age limit for SCs/STs/OBCs-NCL/Persons with Benchmark Disabilities (PwBD)/Ex-Servicemen will be as per Government of India Rules.
- Age relaxation to Departmental employees/candidates for Senior Assistant (Architecture) will be admissible as per prevailing guidelines.
- Age relaxation to Kashmiri migrants, if any will be applicable as per extant guidelines.

5.1 Eligibility criteria for availing age relaxation are as follows:

a) A candidate will be eligible for the benefit of community reservation only if the caste to which the candidate belongs is included in the list of reserved communities issued by the Government of India.

b) The candidates belonging to OBC category must produce an OBC (Non-Creamy Layer) certificate in accordance with Government of India prevalent guidelines.

5.2 A candidate will be eligible for the benefit of reservation under the Economically Weaker Sections (EWS) only if they meet the criteria issued by the Government of India and possess the requisite Income and Asset Certificate based on income.

a) Candidates seeking reservation/relaxation benefits available to SC/ST/OBC (NCL)/PwBD/EWS/Ex-Servicemen must ensure that they are eligible for such benefits. They must also possess all requisite certificates in the prescribed format in support of their claim, as stipulated in the rules/notice, by the closing date of the application.

b) The closing date for receipt of applications as per this advertisement will be treated as the cut-off date for determining the OBC status (including the creamy layer status) of the candidates.

6. APPLICATION FEE:

(i) Fee payable: Rs. 1000/-

(ii) SC/ST/PwBD/Ex-Serviceman are exempted from payment of fee.

7. HOW TO APPLY:

(i) The mode of application is online.(https://jobapply.in/itpo2026)

(ii) The opening date for the online application is 17/10/2026, and the last date for submission of the online application is 13/11/2026.

(iii) Documents to be uploaded with the online application form on the portal:

1. Scanned copy of passport size color photograph and signature
2. Self-attested copy of proof of birth.
3. Self-attested copies of educational qualifications
4. Self-attested copy of Caste/Category certificates (SC/ST/OBC/EWS/PwBD/EWS).
5. Mark sheet of Junior Engineer (Civil, Mechanical & Electrical) Examination-2024, Combined Graduate level (CGL) Examination-2024, Stenographer Grade 'C' and 'D' Examination, 2024-Grade-C conducted by the Staff Selection Commission (SSC) and qualifying cut-off marks and score secured in GRADUATE APTITUDE TEST IN ENGINEERING (GATE) 2024/2025/2026-Architecture and Planning for the position of Sr. Assistant (Arch.) educational qualifications and experience (wherever prescribed).
6. Self-attested copy of the qualifying cut-off marks secured in GRADUATE APTITUDE TEST IN ENGINEERING (GATE) 2024/2025/2026-Architecture and Planning
7. Candidates working in Central/State Government or Autonomous Organizations on a regular basis must upload a copy of the No Objection Certificate (NOC) from their present employer on the portal.
8. Self-attested copy of the experience in chronological order possessed by the individual candidate in terms of recruitment rules of the post advertised may also be uploaded.

Note:

(i) Candidates claiming reservation under the EWS category must produce an Income and Asset Certificate as specified in Office Memorandum No. 36039/1/2019-Estt. (Res.) dated 19.01.2019 and 31.01.2019 issued by the DoPT.

(ii) Candidates claiming reservation under the PwBD category must produce a certificate in the prescribed format, in accordance with Sections 33 and 34 of the Rights of Persons with Disabilities Act, 2016.

(iii) Proof of age and community certificates must be produced in accordance with Government of India guidelines.

8. SELECTION PROCESS:

(a) Final merit of the applicants who applied for the posts of Senior Assistant (Civil), Senior Assistant (Electrical), Assistant (Accounts), Junior Stenographer, Junior Assistant (General Cadre) will be prepared based on the fulfilling the requisite eligibility criteria of experience prescribed in the RRs, wherever applicable, and consolidated marks and merit secured by the individual applicant who appeared in respective stream of examination conducted by the Staff Selection Commission (SSC) i.e. the Junior Engineer (Civil, Mechanical & Electrical) Examination-2024, Combined Graduate level (CGL) Examination-2024, Stenographer Grade 'C' and 'D' Examination, 2024-Grade-C, the details of which have been made public by the Staff Selection Commission alongwith the score and ranking of the candidates in the concerned recruitment examination on its portal.

(b) For the post of Senior Assistant (Architecture) the merit list will be prepared based on fulfilling the requisite eligibility criteria of experience prescribed in the RRs and on basis of marks and merit secured by the individual candidates who appeared and secured qualifying cut-off marks in GRADUATE APTITUDE TEST IN ENGINEERING (GATE) for any of the years 2024, 2025 and 2026 for the stream Architecture and Planning.

Note:

Background Check: Selection of candidates shall be provisional, subject to verification of documents relating to eligibility criteria, character, antecedents, and other documents submitted by the candidate. It is also subject to the candidate meeting the requisite medical standards for the post and other requirements applicable under the rules of ITPO.

9. IMPORTANT INSTRUCTIONS:

(i) Only Indian nationals fulfilling the eligibility criteria can apply for the above posts.

(ii) Before applying for the posts, candidates should ensure that they fulfill the eligibility and other norms mentioned in the advertisement. Furnishing wrong or false information will lead to disqualification, and ITPO will not be responsible for any consequences arising from such misinformation.

(iii) Age and experience will be reckoned as of the closing date for receipt of applications. Experience will be considered on a post-qualification basis, wherever necessary.

(iv) Vacancies reserved for the OBC category are available only to OBC candidates belonging to the Non-Creamy Layer (NCL), as per Government of India guidelines.

(v) OBC Certificate: - Candidates applying against vacancies reserved for OBCs must produce a valid caste certificate at the time of document verification. This certificate should confirm their belonging to the OBC community as per the Central List of OBCs, issued by the Government of India, in the prescribed format and must state that they do not belong to the "Creamy Layer" of OBCs. A declaration must also be submitted by the candidate before appointment, affirming that he/she does not belong to the Creamy Layer of OBC.

(vi) SC / ST Certificate: - Candidates belonging to the SC/ST category must submit a caste certificate issued by the competent authority at the time of document verification.

(vii) The SC/ST/OBC/PwBD certificates issued by the competent authority should be in either Hindi or English. Any variation in the caste name will not be accepted.

(viii) Special conditions for Persons with Benchmark Disabilities (PwBD):

a. Only those persons who have suffered not less than 40% relevant disability are eligible to be considered under the provisions of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.

b. Persons with Disabilities are required to furnish Medical Certificate issued by the Competent Authority as proof of their disability.

c. Guidelines issued by the Government of India from time to time for conducting written examinations for persons with benchmark disabilities will be taken into consideration as and when required.

(ix) Essential qualifications acquired through open or distance learning shall be considered.

(x) Where a specialization is required in the qualifying degree, the candidate must submit a certificate from the University/Institution clearly specifying the specialization in the qualifying degree.

(xi) In the case of an Integrated Master's Degree in Engineering, the candidate must produce a certificate at the time of document verification in support of possession of a Bachelor's Degree and statement of marks in Engineering issued by the University/Institution.

(xii) Candidates must specifically indicate the percentage of marks obtained (calculated to the nearest two decimal places) in the relevant column of the application. Where the University awards CGPA/OGPA/DGPA/CPI instead of percentage, the same shall be converted into percentage as per the University's conversion norms. The candidate must produce an equivalence certificate/document issued by the University/Institution evidencing the equivalent percentage of marks, when called for document verification.

(xiii) Rounding off of percentage marks is not acceptable under any circumstances for consideration for appointment. For example, 54.99% will be treated as less than 55%.

(xiv) The date of declaration of the result/issuance of the marks sheet shall be deemed the date of acquiring the qualification. No relaxation shall be allowed in this regard.

(xv) Screening and eligibility will be based on the details provided by the candidate.

(xvi) Candidates found provisionally eligible shall be called for document verification.

(xvii) The names of candidates shortlisted for document verification, as applicable for the post, will be published on the ITPO website only. Call letters will be sent to their registered email IDs only.

(xviii) Candidates already employed in the Central Government/State Government/Autonomous Bodies/Public Sector Undertakings are required to produce a No Objection Certificate (NOC) from their present employer at the time of document verification. Failure to do so will result in cancellation of their candidature. Other documents such as an undertaking to resign upon

selection, acknowledgment of NOC application/resignation letter, or experience certificates will not be accepted in place of the NOC.

(xix) During document verification/interview, candidates must produce original certificates along with a valid proof of identity and one set of self-attested photocopies of all certificates. If the identity of the candidate is in doubt, or if they fail to produce the required documents or if there is any mismatch of information, their candidature will be rejected. No additional time will be provided for submission of original documents.

(xx) The Provisional selection of candidates will be based on merit list, prepared on the basis of final marks and rank secured by the candidates in the Junior Engineer (Civil, Mechanical & Electrical) Examination-2024, Combined Graduate level (CGL) Examination-2024, Stenographer Grade 'C' and 'D' Examination, 2024-Grade-C conducted by the Staff Selection Commission (SSC) and qualifying cut-off marks and score secured in GRADUATE APTITUDE TEST IN ENGINEERING (GATE)-2024/2025/2026-Architecture and Planning for the position of Sr. Assistant (Arch.), educational qualifications and experience (wherever prescribed).

(xxi) The names of provisionally selected candidates will be uploaded on the ITPO website.

(xxii) Selected candidates will be liable to be posted anywhere in India.

10. GENERAL INSTRUCTIONS:

(i) Before submitting the application, the candidate must ensure that he/she fulfills all the eligibility criteria and other conditions mentioned in the advertisement. He/she should carefully verify the information provided in the application form, such as date of birth, category, sub-category [SC/ST/OBC (NCL)/PwBD/EWS/Ex-Serviceman], email ID, etc. before final submission, as no corrections will be allowed later.

(ii) Candidates are advised to apply online well before the closing date mentioned in the advertisement and not to wait until the last date to avoid the risk of disconnection, inability, or failure to access the application portal due to heavy internet traffic, website issues, or other technical problems.

(iii) ITPO will not be responsible for candidates' inability to submit their applications by the last date due to the reasons mentioned above or any other reasons beyond the control of ITPO.

(iv) The decision of ITPO Management regarding eligibility criteria, acceptance or rejection of applications, mode of selection to the post, etc., shall be final and binding on all candidates. Mere fulfillment of the minimum qualifications, experience, and job requirements will not entitle candidates to be called for document verification. No correspondence will be entertained from candidates found ineligible or not called for document verification.

(v) ITPO reserves the right to modify, alter, restrict, enlarge, or cancel the recruitment process, if necessary, without issuing any further notice or assigning any reason whatsoever. The decision of ITPO Management shall be final and binding, and no appeal will be entertained in this regard.

(vi) All correspondence with candidates shall be made through email, and all general information shall be provided on the ITPO website. It is the candidate's responsibility to receive, download, and print the call letter for document verification, offer of appointment, or any other communication. ITPO will not be responsible for the loss of any email sent due to an invalid/wrong email ID provided by the candidate or for delay/non-receipt of information if the candidate fails to access his/her email or the website in time.

(vii) The candidature of registered candidates is liable to be rejected at any stage of the recruitment process or after recruitment/joining if any information provided by the candidate is found to be false or not in conformity with the eligibility criteria mentioned in the advertisement.

(viii) ITPO will not bear any liability related to service bond, salary, leave salary, pension contributions, etc., from any candidate's previous employment in the Central Government, State Government, Autonomous Bodies, or Public Sector Undertakings.

(ix) No TA/DA will be paid for appearing in the document verification.

(x) The court of jurisdiction for any dispute will be at Delhi.

(xi) All future communications/information regarding this recruitment will be made available on the ITPO website. Candidates are advised to check their email accounts and visit the ITPO website (www.indiatradefair.com) regularly for updates.

11. ACTION AGAINST MISCONDUCT:

(i) Candidates are advised to furnish accurate information and must not submit any documents or details that are false, tampered with, or fabricated, nor should they suppress any material information while filling out the application.

(ii) At any stage of the recruitment process or thereafter, if a candidate is found guilty of any misconduct as mentioned below, his/her candidature will be summarily rejected and he/she will be terminated from service, apart from initiating any other action or taking legal recourse as deemed fit.

a) Impersonating or procuring impersonation by any person;
b) Resorting to any irregular means in connection with his / her candidature during the selection process;
c) Canvassing in any form or using undue influence to secure his/her candidature by any means;
d) Submitting of false certificates/documents/information or suppressing any material information at any stage;
e) Providing false information regarding his/her category (SC/ST/OBC (NCL)/ PwBD/ EWS/Ex-Servicemen) while appearing in the examination or thereafter.

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