Annexure-III

Admin-11042(13)/2/2025-ADMN-ITPO

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:_____