

NATIONAL CENTRE FOR TRADE INFORMATION

Division: Resource Centre						
Name of the Post	Pay Scale (IDA pattern)	Age limit	Educational Qualification		Job Specification	Experience
			Essential	Desirable		
Manager	29100 - 54500	35 years	<ul style="list-style-type: none"> • Post Graduate Degree in Business Administration/ Business Management/ International Business Management OR First Class Master's Degree in Economics/ Business Economics with additional minimum one year post graduate qualification in Management / International Trade or equivalent. • Working knowledge of Computers including word processing. 	<ul style="list-style-type: none"> • Knowledge of Foreign language 	<p>The applicant should have developed skills in different commodities or different markets of exports & imports and to interact with Apex Trade Promotion Organisations, Participate in Trade Fairs/ Exhibitions, Generate Databases on CD - ROM, Spread an awareness of Electronic Commerce and mobilise NCTI Membership. He should be able to handle the weekly and other publications of NCTI, besides being conversant with Internet.</p>	Not less than 8 years of which minimum 4 years should be at the comparable Managerial level.
Asstt. Manager	16400 - 40500	35 years	<ul style="list-style-type: none"> • Post Graduate Degree in Business Administration/ Business Management/ International Business Management OR First Class Master's Degree in Economics/ Business Economics with additional minimum one year post graduate qualification in 	<ul style="list-style-type: none"> • Knowledge of Foreign language 	<p>The applicant should have developed skills in different commodities or different markets of exports & imports and to interact with Apex Trade Promotion Organisations, Participate in Trade Fairs/ Exhibitions, Generate Databases on CD - ROM, Spread an awareness of Electronic Commerce and mobilise NCTI</p>	Not less than 2 years at comparable level.

			Management / International Trade or equivalent. <ul style="list-style-type: none"> • Working knowledge of Computers including word processing. 		Membership. He should be able to handle the weekly and other publications of NCTI, besides being conversant with Internet.	
Management Trainee	They would be paid a fixed stipend as may be decided from time to time	30 years	<ul style="list-style-type: none"> • Post Graduate Degree in Business Administration/ Business Management/ International Business Management OR First Class Master's Degree in Economics/ Business Economics with additional minimum one year post graduate qualification in Management / International Trade or equivalent. • Working knowledge of Computers including word processing. 	<ul style="list-style-type: none"> • Knowledge of Foreign language 	Management Trainees would be required to undergo on the job training in assigned area During the training, they would be required to provide all assistance to the designated official / deptt. In addition as per work assigned by Executive Director from time to time.	Freshers may apply.
Note: Management Trainee would be paid a fixed stipend as may be decided from time to time. On satisfactory completion of training as stipulated, they may be considered for appointment as Asstt. Manager.						

Division: Marketing

Name of the Post	Pay Scale (IDA pattern)	Age limit	Educational Qualification		Job Specification	Experience
			Essential	Desirable		
Manager	29100 - 54500	35 years	<ul style="list-style-type: none"> • Post Graduate Degree in Business Administration/ Business Management/ International Business Management OR First Class Master's Degree in Economics/ Business Economics with additional minimum one year post graduate qualification in Management / International Trade or equivalent. • Working knowledge of Computers including word processing. 	<ul style="list-style-type: none"> • Knowledge of Foreign language 	The applicant should have developed skills in different commodities or different markets of exports & imports and to interact with Apex Trade Promotion Organisations, Participate in Trade Fairs/ Exhibitions, Generate Databases on CD - ROM, Spread an awareness of Electronic Commerce and mobilise NCTI Membership. He should be able to handle the weekly and other publications of NCTI, besides being conversant with Internet.	Not less than 8 years of which minimum 4 years should be at the comparable Managerial level.
Asstt. Manager	16400 - 40500	35 years	<ul style="list-style-type: none"> • Post Graduate Degree in Business Administration/ Business Management/ International Business Management OR First Class Master's Degree in Economics/ Business Economics with additional minimum one year post graduate qualification in Management / International Trade or equivalent. • Working knowledge of Computers including word processing. 	<ul style="list-style-type: none"> • Knowledge of Foreign language 	The applicant should have developed skills in different commodities or different markets of exports & imports and to interact with Apex Trade Promotion Organisations, Participate in Trade Fairs/ Exhibitions, Generate Databases on CD - ROM, Spread an awareness of Electronic Commerce and mobilise NCTI Membership. He should be able to handle the weekly and other publications of NCTI, besides being conversant with Internet.	Not less than 2 years at comparable level.

Management Trainee	They would be paid a fixed stipend as may be decided from time to time	30 years	<ul style="list-style-type: none"> • Post Graduate Degree in Business Administration/ Business Management/ International Business Management OR First Class Master's Degree in Economics/ Business Economics with additional minimum one year post graduate qualification in Management / International Trade or equivalent. • Working knowledge of Computers including word processing. 	<ul style="list-style-type: none"> • Knowledge of Foreign language 	Management Trainees would be required to undergo on the job training in assigned area During the training, they would be required to provide all assistance to the designated official / deptt. In addition as per work assigned by Executive Director from time to time.	Freshers may apply.
<p>Note: Management Trainee would be paid a fixed stipend as may be decided from time to time. On satisfactory completion of training as stipulated, they may be considered for appointment as Asstt. Manager</p>						

Division: Personnel & Administration

Name of the Post	Pay Scale (IDA pattern)	Age limit	Educational Qualification		Job Specification	Experience
			Essential	Desirable		
Manager	29100 - 54500	35 years	<ul style="list-style-type: none"> • MBA /Masters Degree with Diploma in Personnel Management or equivalent • Working knowledge of Computers including word processing 	<ul style="list-style-type: none"> • CS / LLB 	<ul style="list-style-type: none"> • Must be able to independently handle all related matters. 	Not less than 8 years of which minimum 4 years should be at the comparable Managerial level
Asstt. Manager	16400 - 40500	35 years	<ul style="list-style-type: none"> • MBA /Masters Degree with Diploma in Personnel Management or equivalent • Working knowledge of Computers including word processing 	<ul style="list-style-type: none"> • CS / LLB 	<ul style="list-style-type: none"> • Must be able to independently handle all related matters. 	Not less than 2 years at comparable level.
Management Trainee	They would be paid a fixed stipend as may be decided from time to time	30 years	<ul style="list-style-type: none"> • MBA /Masters Degree with Diploma in Personnel Management or equivalent • Working knowledge of Computers including word processing. 	<ul style="list-style-type: none"> • CS / LLB 	<ul style="list-style-type: none"> • Management Trainees would be required to undergo on the job training in assigned area. During the training, they would be required to provide all assistance to the designated official / deptt. In addition as per work assigned by Executive Director from time to time. 	Freshers may apply.

Note: Management Trainee would be paid a fixed stipend as may be decided from time to time. On satisfactory completion of training as stipulated, they may be considered for appointment as Asstt. Manager.

Division: Information Technology

Name of the Post	Pay Scale (IDA pattern)	Age limit	Educational Qualification		Job Specification	Experience
			Essential	Desirable		
Manager	29100 - 54500	35 years	<ul style="list-style-type: none"> Masters in Computer Science / Applications or Ist class Masters degree in Physics, Maths, Statistics / Operations Research with minimum one year Post Graduate qualification in Computer Science or equivalent or B.Tech (Computer Science) 	N.A.	Development of Systems and Software tools & packages for different projects in the area of Information Technology, MIS applications, RDBMS, Multimedia application etc. The job will include collection and collation of information and require interaction with user organisations / members to design various application packages.	<ul style="list-style-type: none"> Not less than 8 years of which minimum 4 years should be at the comparable Managerial level. B.Tech (Computer Science) with 10 years experience.
Asstt. Manager	16400 - 40500	35 years	<ul style="list-style-type: none"> Masters in Computer Science / Applications or Ist class Masters degree in Physics, Maths, Statistics / Operations Research with minimum one year Post Graduate qualification in Computer Science or equivalent or B.Tech (Computer Science) 	N.A.	Development of System and Software tools & packages for different projects in the area of Information Technology, MIS applications, RDBMS, Multimedia application etc. The job will include collection and collation of information and require interaction with user organisations / members to design various application packages.	<ul style="list-style-type: none"> Not less than 2 years for direct recruitment. B.Tech (Computer Science) with 4 years experience.

Management Trainee	They would be paid a fixed stipend as may be decided from time to time.	30 years	<ul style="list-style-type: none"> • Masters in Computer Science / Applications or Ist class Masters degree in Physics, Maths, Statistics / Operations Research with minimum one year Post Graduate qualification in Computer Science or equivalent or • B.Tech (Computer Science) 	<ul style="list-style-type: none"> • Two or more qualifications 	Management Trainees would be required to undergo on the job training in assigned area. During the training, they would be required to provide all assistance to the designated official / deptt. In addition as per work assigned by Executive Director from time to time.	<p>Post Graduate degree holders may apply as Freshers.</p> <p>B.Tech (Computer Science) should have a minimum 2 year's experience.</p>
<p>Note: Management Trainee would be paid a fixed stipend as may be decided from time to time. On satisfactory completion of training as stipulated, they may be considered for appointment as Asstt. Manager.</p>						

Division: Finance & Accounts						
Name of the Post	Pay Scale (IDA pattern)	Age limit	Educational Qualification		Job Specification	Experience
			Essential	Desirable		
Manager	29100 – 54500	35 years	<ul style="list-style-type: none"> • CA / ICWA/ MBA (Finance) • Working knowledge of Computers including word processing. 	CS / LLB	Must be able to independently handle all matters related to Finance & Accounts.	Not less than 8 years of which minimum 4 years should be at the comparable Managerial level.
Asstt. Manager	16400 – 40500	35 years	<ul style="list-style-type: none"> • CA / ICWA/ MBA (Finance) • Working knowledge of Computers including word processing . 	CS / LLB	Must be able to independently handle all matters related to Finance & Accounts.	Not less than 2 years at comparable level.
Management Trainee	They would be paid a fixed stipend as may be decided from time to time.	30 years	<ul style="list-style-type: none"> • CA / ICWA/ MBA (Finance) • Working knowledge of Computers 	CS / LLB	Management Trainees would be required to undergo on the job training in assigned area During the training, they would be required to provide all assistance to the designated official / deptt. In addition as per work assigned by Executive Director from time to time.	Freshers may apply.

Note: Management Trainee would be paid a fixed stipend as may be decided from time to time. On satisfactory completion of training as stipulated, they may be considered for appointment as Asstt. Manager.

Support staff required for various divisions

Division: **Resource Centre, Marketing, Personnel & Administration, Information Technology, Finance & Accounts**

Name of the Post	Pay Scale (IDA pattern)	Age limit	Educational Qualification		Job Specification	Experience
			Essential	Desirable		
Stenographer	11600 - 28360	30 years	Graduate with typing speed of 40 w.p.m. essential using the computer. Shorthand speed of 100 w.p.m., Working knowledge of computers using Office automation tools, E-mail, Fax is essential	Diploma in Secretarial Practice	Handling all work as Secretary. Having good command over written and spoken English with excellent communication and drafting skills. Knowledge of one or more Foreign language would be an asset.	Not less than 2 years of relevant work experience
Jr. Asstt.	11600 - 28360	30 years	Graduate with typing speed of at least 40 w.p.m. essential using the computer. Knowledge of working on computers using Office automation tools, E-mail, Fax is essential.	N.A.	As per requirement of concerned Deptt.	Not less than 2 years of relevant work experience
Data Entry Operator	10800 - 24270	30 years	Graduate having data entry speed of 8000 key depressions in an hour. Proficiency in using e-mail, office automation tools on computer.	N.A.	As per work assigned by the Officer In-charge.	Not less than 3 years of relevant work experience