## NATIONAL CENTRE FOR TRADE INFORMATION

Name of the	Pay Scale	Age	Educational Qual		Job Specification	Experience
Post	(IDA pattern) limit		Essential	Desirable		
Manager	29100 - 54500	35 years	<ul> <li>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.</li> <li>Working knowledge of Computers including word processing.</li> </ul>	• 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.	years of which minimum 4 years should be at the comparable
Asstt. Manager	16400 - 40500	35 years	<ul> <li>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</li> </ul>	• 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	years at

			Management / International Trade or equivalent. • 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> <li>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.</li> <li>Working knowledge of Computers including word processing.</li> </ul>	•	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.
U		-	1 0	d fro	om time to time. (	On satisfactory completion of training	g as stipulated,

Division:	Division: Marketing										
Name of the Post	Pay Scale (IDA pattern)	Age limit	Educational QualificationEssentialDesirable		Job Specification	Experience					
Manager	29100 - 54500	35 years	<ul> <li>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.</li> <li>Working knowledge of Computers including word processing.</li> </ul>	• 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> <li>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.</li> <li>Working knowledge of Computers including word processing.</li> </ul>	• 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	They would be	30	Post Graduate Degree in      Knowledge Management Trainees would be Freshers may
Trainee	paid a fixed	years	Business Administration/ of Foreign required to undergo on the job apply.
	stipend as may be		Business Management/ language training in assigned area During
	decided from time		International Business the training, they would be
	to time		Management OR First Class required to provide all assistance
			Master's Degree in to the designated official / deptt.
			Economics/ Business In addition as per work assigned
			Economics with additional by Executive Director from time to
			minimum one year post time.
			graduate qualification in
			Management / International
			Trade or equivalent.
			Working knowledge of
			Computers including word
			processing.
0		-	ked stipend as may be decided from time to time. On satisfactory completion of training as stipulated,
they may	y be considered for a	ppointmer	as Asstt. Manager

Name of the	Pay Scale	e Age Educational Qualification		Job Specification	Experience	
Post	(IDA pattern)	limit	Essential	Desirable		-
Manager	29100 - 54500	35 years	<ul> <li>MBA / Masters Degree with Diploma in Personnel Management or equivalent</li> <li>Working knowledge of Computers including word processing</li> </ul>	• CS / LLB	• Must be able to independently handle all related matters.	y Not less than 8 years of which minimum 4 years should be at the comparable Managerial level
Asstt. Manager	16400 - 40500	35 years	<ul> <li>MBA /Masters Degree with Diploma in Personnel Management or equivalent</li> <li>Working knowledge of Computers including word processing</li> </ul>	• CS / LLB	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> <li>MBA /Masters Degree with Diploma in Personnel Management or equivalent</li> <li>Working knowledge of Computers including word processing.</li> </ul>	• 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.

Division: Information Technology									
Name of the	Pay Scale	Age	Educational Qualification		Job Specification	Experience			
Post	(IDA pattern)	limit	Essential	Desirable					
Manager	29100 - 54500	35 years	<ul> <li>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</li> <li>B.Tech (Computer Science)</li> </ul>	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> <li>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.</li> </ul>			
Asstt. Manager	16400 - 40500	35 years	<ul> <li>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</li> <li>B.Tech (Computer Science)</li> </ul>	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.	Not less than 2 years for direct recruitment. B.Tech (Computer Science) with 4 years experience.			

Management	They would be	30	• Masters in	Computer	• Two or more	Management Trainees would be	Post Graduate		
Trainee	paid a fixed	years	Science / Appl	ications or Ist	qualifications	required to undergo on the job	degree holders		
	stipend as may be		class Masters	degree in	-	training in assigned area. During	may apply as		
	decided from		Physics, Math	s, Statistics /		the training, they would be	Freshers.		
	time to time.		Operations Re	esearch with		required to provide all assistance			
			minimum on	e year Post		to the designated official / deptt.			
			Graduate qua	lification in		In addition as per work assigned	B.Tech		
			Computer	Science or		by Executive Director from time to	(Computer		
			equivalent or			time.	Science) should		
							have a minimum		
			• B.Tech (Compu	uter Science)			2 year's		
							experience.		
U	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	y be considered for a	ppointmer	nt as Asstt. Manager						

Name of the	Pay Scale	Age	Educational Qualification	tion	Job Specification	Experience
Post	(IDA pattern)	limit	Essential	Desirable		1
Manager	29100 - 54500	35 years	<ul> <li>CA / ICWA/ MBA (Finance) .</li> <li>Working knowledge of Computers including word processing.</li> </ul>	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> <li>CA / ICWA/ MBA (Finance)</li> <li>Working knowledge of Computers including word processing.</li> </ul>	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> <li>CA / ICWA/ MBA (Finance)</li> <li>Working knowledge of Computers</li> </ul>	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.

## Support staff required for various divisions

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

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