



इण्डिया ट्रेड प्रमोशन आर्गनाइजेशन
India Trade Promotion Organisation

भारत सरकार का उद्यम
A Government of India Enterprise

संदर्भ
Reference: ITPO(4)/E-1/2017

दिनांक
Date: 01/11/2017

फोन
Phone: 23371322

The Principal/Registrar

Subject:- Require Undergraduate Students as Volunteers in IITF, 2017.

Sir/Madam,

India Trade Promotion Organisation, a Government of India Enterprise under the Ministry of Commerce and Industry having its Corporate Office at Pragati Bhawan, Pragati Maidan, New Delhi having mandate to promote bilateral trade through trade fairs & exhibitions, is organizing 37th edition of India International Trade Fair (IITF) during November 14-27, 2017 in Pragati Maidan, New Delhi.

The mega event, IITF is being eagerly awaited by exhibitors and visitors all over the country. IITF is one of the largest B2C events and has potential to serve as a great learning platform for students.

This year, ITPO plans to have college students as volunteers in IITF. This helps them to gain a firsthand experience of the organization of an event and thereby develop their self confidence and personality. The volunteers will be involved in day-to-day fair activities, assisting officials and visitors. In order to familiarize the volunteers with fair and fair ground, pre-training will also be provided. The volunteers, engaged will be awarded a Certificate and Honorarium after completion of event.

It is requested that kindly circulate the above requisition among your regular students preferably undergraduates, as volunteers for IITF, 2017. The interest shown thereof may be sent latest by 07.11.2017 to undersigned along with their details inter-alia includes copy of their valid Identity Card, address proof and a photograph on or before the said date. It may also be sent by mail (nazneenbraheem@itpo.gov.in; rajukumar@itpo.gov.in).

We look forward for you support for this initiative.

With kind Regards,

Yours faithfully,

(J.L. Gupta)

Dy. General Manager (Admin)

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