



भारतीय पैकेजिंग संस्थान
Indian Institute of Packaging

An autonomous body under the Ministry of Commerce & Industry, Govt. of India

Celebrating 50 years

Plot E-2, Road No. 8, MIDC Area, Andheri (East), Mumbai 400093.

Tel. 91-22-28219803/9469/6751, Fax 91-22-28328178, www.iip-in.com

ADVERTISEMENT FOR RECRUITMENT
Advertisement No. R/ 01 dated 24th May 2018

Indian Institute of Packaging , an autonomous body under the Ministry of Commerce & Industry, Govt. of India invites applications from the eligible candidates for filling up of following post at its Head Office at Mumbai , preferably on deputation from government/PSU/Autonomous bodies. For details please visit www.iip-in.com

Name of Post	No. of Vacancies	Scale of Pay	Age Limit	Qualifications / Experience
Secretary	01 (One) UR-1	Pay Matrix Level 11, Basic:Rs.67700/-	50 yrs	Law Graduate having at least 10 years experience of administering /implementing Company Law, HR, Procurement, legal matters etc. Proficiency in computer operations. Desirable: Certificate in Company Secretary's course. Preferably candidates on deputation from Government/PSU/Autonomous bodies.

General Guidelines:

1. Guidelines shall be carefully read before filling up the form.
2. **For deputation** "Officers holding the post of Section Officer or equivalent in central/state Government departments/Government undertakings with 8 years of service (pre-revised pay scale: 9300-34800, GP: 4600/-)/ (pre-revised pay scale: 15600-39100, GP: 5400/-)/ regular Under Secretary or equivalent (pre-revised pay scale-15600-39100, GP: 6600/-) and having experience of handling administration/establishment/financial/legal matters etc are eligible to apply for the post."
3. Applications format is available in the Institute's website
4. Enclose attested copies of credentials/ certificates.
5. Entries shall be made in block letters or typed wherever possible.
6. Separate sheets, if required can be attached to the Application and reference to these attachments shall be indicated at the appropriate places.
7. Application after closing date will not be accepted.
8. Candidates serving in Govt./PSUs/Autonomous Bodies should furnish No Objection Certificate along with the application.
9. Age relaxation will be given as per reservation/government rules.

Application in the prescribed format along with the required documents shall be forwarded in a sealed envelope, super scribed with " **Application for the post of Secretary** " to The Dy. Director (Admn & Accts), IIP, E-2, MIDC, Andheri (East), Mumbai-400093. Last date of receipt of application is **20th July 2018.**

(Dr.Bhaskaran.K.M)
Dy. Director (Admn & Accts)