

**Amendment on 11<sup>th</sup> April 2023 during 258 GB Meeting (Resolution 258:02)**

1.	Name of Post	Additional Director/Professor
2.	Number of Post	*3 (2023) (Note: Subject to variation depending on work load)
3.	Classification	Group A (Non-Ministerial)
4.	Level in Pay Matrix	Level 13- A (Rs. 131100 – 216600)
5.	Whether Selection Post or Non-Selection Post	Selection
6.	Age Limit for Direct Recruits	Not applicable
7.	Educational and Other Qualifications required for Direct Recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: No Educational Qualification as indicated under column 11 as per Note 2 to 4.
9.	Period of Probation, if any.	Not applicable
10.	Method of Recruitment, whether by Direct recruitment or by Promotion or by Deputation/absorption and percentage of vacancies to be filled by various methods.	By Promotion failing which by Deputation/Short Term Contract.
11.	In case of recruitment by Promotion/deputation/ absorption grades from which promotion/deputation/absorption was made	<p><b>Promotion:</b> From amongst Joint Director (Technical) with 2 years regular service in the grade.</p> <p><b>Deputation/Short Term Contract:</b> Officers working in Central/State/Union Territories Government/Public Sector Undertakings/Universities:</p> <p>(A) (i) Holding analogous post on regular basis; or (ii) Holding posts in Level 13 with 2 years regular service; or (iii) Holding posts in Level 12 with 6 years regular service; and possessing the following qualifications:</p> <p><b>Essential:</b> (i) Possessing Ph.D. in Packaging or associated subject from a recognised University or its equivalent with 15 years Teaching Experience in areas relating to Packaging or (ii) Possessing Master's Degree in Technology or Science or Applied Science in Packaging or associated subject with 20 years Teaching Experience relating to Packaging.</p> <p><b>Desirable:</b> (1) 5 years administrative experience in responsible position in Central/State Government /Public Sector Undertaking/Universities. (2) Published research paper in Packaging and associated areas in a reputed organisation.</p> <p>Note 1: Teaching/testing/research experience in respect of Packaging or allied Industry and associated area at an International or National level shall only count.</p> <p>(The Period of deputation/short-term-contract including the period of deputation/short-term-contract in another ex-cadre post held immediately preceding this appointment in some other organisation/department of the Central/State/U.T. Government or PSU or Universities shall ordinarily exceed not 5 years. The maximum age limit for appointment on deputation/short-term-contract shall be not exceeding 56 years on the closing date of receipt of applications.)</p> <p>Note 2: The candidate eligible for consideration for appointment by any method shall be assessed for skills on teaching/testing/research or assigned subject and connected question by the Committee constituted. The candidate eligible is required to qualify with not less than 50% marks for General candidates and 45% for reserved categories and 40% for Persons with Disability (PwD) candidates, based on functional requirements of the post in the order of their</p>

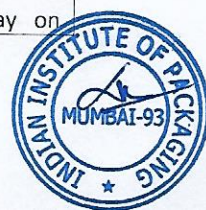


		<p>merit.</p> <p>Note 3: Only those candidates who are declared qualified in the order of merit by the Committee based on vacancies for each method shall be recommended for appointment subject to approval by the Appointing Authority.</p> <p>Note 4: The final approved list of candidates shall be placed on website.</p>
12.	If a Departmental Promotion Committee exists. What is its composition	<ol style="list-style-type: none"> <li>1. IIP Governing Body to nominate – Chairman</li> <li>2. Administratively Joint Secretary from Central Government / Nominee – Member</li> <li>3. IIP Governing Body to nominate two members as Members</li> <li>4. Nominated by IIP Governing Body from a reputed Management / Technical Institute or reputed University located in Mumbai as Member</li> </ol>
13.	Circumstances in which Union Public Commission to be consulted in making recruitment	Not Applicable



**Amendment on 11<sup>th</sup> April 2023 during 258 GB Meeting (Resolution 258:02)**

1.	Name of Post	Joint Director/Associate Professor
2.	Number of Post	*7 (2023) (Note: Subject to variation dependent on work load)
3.	Classification	Group A (Non-Ministerial)
4.	Level in Pay Matrix	Level 13 (Rs. 123100 – 215900)
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age Limit for Direct Recruits	<p>Not exceeding 50 years. (Relaxable for Scheduled Castes/Scheduled Tribes by 5 years and Other Backward Classes with 3 years).</p> <p>Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Union Territory, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman&amp; Nicobar Islands or Lakshadweep.)</p>
7.	Educational and Other Qualifications required for Direct Recruits	<p><b>Essential:</b> (i) Possessing Ph.D. in Packaging or associated subject from a recognised University or its equivalent with 15 years Teaching Experience in areas relating to Packaging or (ii) Possessing Master's Degree in Technology or Science or Applied Science in Packaging or associated subject with 20 years Teaching Experience relating to Packaging.</p> <p><b>Desirable:</b> (1) 5 years administrative experience in responsible position in Central/State Government /Public Sector Undertaking/Universities. (2) Published research paper in Packaging and associated areas in a reputed organisation.</p> <p>Note 1: Teaching/testing/research experience in respect of Packaging or allied Industry and associated area at an International or National level shall only count.</p> <p>(The Period of deputation/short-term-contract including the period of deputation/short-term-contract in another ex-cadre post held immediately preceding this appointment in some other organisation/department of the Central/State/U.T. Government or PSU or Universities shall ordinarily exceed not 5 years. The maximum age limit for appointment on deputation/short-term-contract shall be not exceeding 56 years on the closing date of receipt of applications.)</p> <p>Note 2: The candidate eligible for consideration for appointment by any method shall be assessed for skills on teaching/testing/research or assigned subject and connected question by the Committee constituted. The candidate eligible is required to qualify with not less than 50% marks for General candidates and 45% for reserved categories and 40% for PwD candidates, based on functional requirements of the post in the order of their merit.</p> <p>Note 3: Only those candidates who are declared qualified in the order of merit by the Committee based on vacancies for each method shall be recommended for appointment subject to approval by the Appointing Authority.</p> <p>Note 4: The final approved list of candidates shall be placed on website.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<p>Age: No</p> <p>Educational Qualification: as indicated in Column 7.</p>
9.	Period of Probation, if any.	<p>One year.</p> <p><b>Note:</b> Mandatory induction training of not less than 2 weeks period before completion of probation period to be successfully completed.</p>
10.	Method of Recruitment, whether by Direct recruitment or by	<p>By Promotion failing which by Direct Recruitment</p> <p>Note 1: Vacancies caused by the incumbent being away on</p>



	Promotion or by Deputation/absorption and percentage of vacancies to be filled by various methods.	deputation or long illness or study leave or under other circumstances for duration of one year or more be filled on deputation/short-term contract basis as per Col. 11.
11.	In case of recruitment by Promotion/deputation/ absorption grades from which promotion/deputation/absorption was made	<p>Promotion: From amongst Deputy Director (Technical) with 10 years regular service in the grade.</p> <p><b>Deputation/Short Term Contract:</b> Officers working in Central/State/Union Territories Government/Public Sector Undertakings/Universities:</p> <p>(A) (i) Holding analogous post on regular basis; or  (ii) Holding posts in Level 13 with 2 years regular service; or  (iii) Holding posts in Level 12 with 6 years regular service;</p> <p><b>And possessing qualifications prescribed under Column 7.</b></p>
12.	If a Departmental Promotion Committee exists. What is its composition	<ol style="list-style-type: none"> <li>1. IIP Governing Body to nominate – Chairman</li> <li>2. Director IIP – Member</li> <li>3. One Professor to be nominated by IIP Governing body as Member</li> <li>4. Nominated by IIP Governing Body outside two experts from a reputed Management / Technical Institute or reputed University located in Mumbai as member</li> </ol>
13.	Circumstances in which Union Public Commission to be consulted in making recruitment	Not Applicable



**Amendment on 16<sup>th</sup> November 2018 during  
236<sup>th</sup> GB Meeting (Resolution 236:02)**

1. Name of the Post : Secretary
2. Scale of Pay : Pay matrix 12 as per 7<sup>th</sup> Pay Commission for Direct Recruitment or on Deputation basis. However, for the appointment on contractual basis, the emoluments will be not less than Rs. 1,50,000/- per month (all inclusive) with an annual increase of 5% subject to the satisfactory service.
3. Mode of Recruitment : The post may be filled up by direct recruitment failing which on deputation basis and failing both on contractual basis.
- (a) **In case of Deputation:**
- (i) Officers of the Central Government/State Government/PSUs/Autonomous Bodies holding analogues post in the parent cadre (i.e. pay matrix 12 or equivalent) on regular basis or with 5 years regular service in the pay matrix 11 or its equivalent as may be applicable in the concerned organization. Officer to be selected should have at least 10 years' experience of application of rules, regulations and procedures in the areas of establishment and administrative rules, financial rules, vigilance matters, legal matters and other practices and procedures followed in central Government. The period of deputation shall be extended on year to year basis subject to a maximum period of 5 years.
- (b) **In case of Contract:**
- (i) Selection on contractual basis for a period not exceeding 5 years, renewable subject to satisfactory performance. Retention/continuation will be based on a review of performance by the Director / Governing Body every year. However services can be terminated by giving one months' notice or salary in lieu thereof on account of unsatisfactory service.
4. Age limit : 50 years (relaxable by 5 years in the case of SC/ST category and 3 years in the case of OBC category as regards direct recruitment). In the case of appointment by the method of deputation it should not exceed 56 years at the time of appointment. However in the event of appointment on contract basis, the age should be preferably below 50 years but not exceeding 55 years.
5. Educational and other qualification : a) In case of appointment on direct recruitment basis/ contract basis: Post Graduate / MBA with a Degree in Law from any UGC recognised University with minimum 10 years experience in handling HR/legal matters in a large and reputed organization. Persons having knowledge of Government rules and personnel policies, experience of dealing with Government organizations will be preferred.
- b) **In case of deputation:** Bachelor's Degree from UGC recognized University. Persons possessing a Degree in Law/ having attended in-service training courses in administration/finance/disciplinary rules etc will be preferred. Officer to be selected should have at least 10 years' experience of application of rules, regulations and procedures in the areas of establishment and administrative

rules, financial rules, vigilance matters, legal matters and other practices and procedures followed in central Government.

6. Selection Committee : The selection process will include Personal Interview(s) by the Selection Committee comprising  
(i) Chairman IIP as its Chairman,  
(ii) One Member of Governing Body,  
(iii) Director IIP and  
(iv) One outside expert in Administration / Legal / HR / Establishment from a reputed Institute.
7. Selection Procedure : Advertisement for the post may be issued in newspapers on All India basis including the Employment News. The selection committee may interview the short listed candidates and provide a panel of upto 3 names in order of merit to Department of Commerce, Govt. of India. Approval of Department of Commerce, Govt. of India, may be sought to appoint one among from the panel under Rule 10 of MOA.
8. Duties & Responsibilities : (i) All Establishment matters of the Institute.  
(ii) Secretary of Governing Body of IIP and any other Committee constituted by the Governing Body as may be considered necessary.  
(iii) Legal Matters pertaining to IIP.  
(iv) Statutory compliance.  
(v) Liaison with Government agencies.  
(vi) Deputation of Staff/Officers to function as Public Information Officer under RTI Act.  
(vii) Monitoring of Periodic return of Court case & RTI, Vacancy position.  
(viii) Management Information System of Head Office.  
(ix) To act as a Public Grievance Officer.  
(x) Target setting and monitoring Action Plan of Centres and Head Office  
(xi) Custodian of APARs.  
(xii) Any other work assigned by the Director
8. Appointing Authority : Governing Body of IIP with the prior approval from Dept. of Commerce, Ministry of Commerce & Industry, Govt. of India.

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**Amendment on 11<sup>th</sup> April 2023 during 258 GB Meeting (Resolution 258:02)**

1.	Name of Post	Chief Finance Officer (CFO)
2.	Number of Post	*1 (2023) (Note: Subject to variation dependent on work load)
3.	Classification	Group A (Non-Ministerial)
4.	Level in Pay Matrix	Level 12 (Rs. 78800 – 209200)
5.	Whether Selection Post or Non Selection Post	Not applicable
6.	Age Limit for Direct Recruits	Not applicable
7.	Educational and Other Qualifications required for Direct Recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
9.	Period of Probation, if any.	Not applicable
10.	Method of Recruitment, whether by Direct recruitment or by Promotion or by Deputation/absorption and percentage of vacancies to be filled by various methods.	By deputation/Short-term-Contract/absorption
11.	In case of recruitment by Promotion/deputation/ absorption grades from which promotion/deputation/absorption was made	<p>Officers working in Central/State/Union Territories Government/PSUs/Universities:</p> <p>(A) (i) Holding analogous post on regular basis; or (ii) Holding posts in Level 11 with 5 years regular service; and possessing</p> <p>(B) (i) Chartered Accountant or Cost and Works Accountant or MBA(Finance) from a recognised University or its equivalent and (ii) Possessing 5 years' experience in areas of Financial matters/accounts and purchase procedure, contracts, budget, audit matters and related areas under any organisation of the Central/State/UT Govt.</p> <p>(The Period of deputation/short-term-contract including the period of deputation/short-term-contract in another ex-cadre post held immediately preceding this appointment in some other organisation/department of the Central/State/U.T. Government or PSU or Universities shall ordinarily not exceed 3 years.</p> <p>The maximum age limit for appointment on deputation/short-term-contract shall be not exceeding 56 years on the closing date of receipt of applications.)</p>
12.	If a Departmental Promotion Committee exists. What is its composition	<ol style="list-style-type: none"> <li>1. IIP Governing Body to nominate – Chairman</li> <li>2. Director IIP – Member</li> <li>3. IIP Governing Body to nominate two members as Members</li> <li>4. Nominated by IIP Governing Body outside two experts in area of finance and accounts, Chartered Accountant, Cost accountant etc.</li> </ol>
13.	Circumstances in which Union Public Commission to be consulted in making recruitment	Not Applicable



**Amendment on 11<sup>th</sup> April 2023 during 258 GB Meeting (Resolution 258:02)**

1.	Name of Post	Deputy Director (Technical)/ Assistant Professor
2.	Number of Post	*12 (2023) (Note: Subject to variation dependent on work load)
3.	Classification	Group A (Non-Ministerial)
4.	Level in Pay Matrix	Level 11 (Rs. 67700 – 208700)
5.	Whether Selection Post or Non-Selection Post	Selection
6.	Age Limit for Direct Recruits	Not exceeding 40 years. (Relaxable for Scheduled Castes/Scheduled Tribes by 5 years and Other Backward Classes with 3 years). Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Union Territory, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman& Nicobar Islands or Lakshadweep.)
7.	Educational and Other Qualifications required for Direct Recruits	<b>Essential:</b> (A)(i) Possessing Ph.D. in Packaging or associated areas or Science subjects from a recognised University or its equivalent with 3 years Teaching Experience in areas relating to Packaging or Science areas. Or (ii) Possessing Master's Degree in Technology or Science or Applied Science in Packaging subject with 6 years' Experience relating to Packaging or Science areas. Or (iii) Possessing Degree in Technology or Science or Applied Science in Packaging subject with 8 years' Experience relating to Packaging or Science areas. And (B) Possessing Diploma/Certificate in Packaging or Scientific areas (with atleast one year's duration) from a recognised Institute. <b>Note:</b> Teaching/testing/research experience in respect of Packaging or allied Industry and associated area at International or National level shall only count.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Educational Qualification: Yes, as indicated under Col. 11. Age: No.
9.	Period of Probation, if any.	One year. <b>Note:</b> Mandatory induction training of not less than 2 weeks period before completion of probation period to be successfully completed.
10.	Method of Recruitment, whether by Direct recruitment or by Promotion or by Deputation/absorption and percentage of vacancies to be filled by various methods.	(i) 50 % by Promotion failing which by Direct Recruitment; And (ii) 50% by Direct Recruitment. Note 1: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more be filled on deputation/short-term contract basis from officers of Central/State/Union Territories Government: (a) Holding analogous posts on regular basis; Or (iii) with 7 years regular service in Level 9; and possessing Educational Qualification prescribed for direct recruits under Column 7. Note 2: All candidates being selected to the posts shall pass presentation skills as per Notes under Column 11 from amongst Direct Recruits and Promotion before selection/appointment.
11.	In case of recruitment by Promotion/deputation/ absorption grades from which promotion/deputation/absorption	Promotion: From Assistant Director (Technical) with 5 years regular service in the grade. Note 1: The candidate eligible for consideration for appointment by any method shall be assessed for skills on teaching/testing/research



	was made	<p>or assigned subject and connected question by the Committee constituted. The candidate eligible is required to qualify with not less than 50% marks for General candidates and 45% for reserved categories and 40% for PwD candidates, based on functional requirements of the post in the order of their merit.</p> <p>Note 2: Only those candidates who are declared qualified in the order of merit by the Committee based on vacancies for each method shall be recommended for appointment subject to approval by the Appointing Authority.</p> <p>Note 3: The final approved list of candidates shall be placed on website.</p>
12.	If a Departmental Promotion Committee exists. What is its composition	<ol style="list-style-type: none"> <li>1. IIP Governing Body to nominate - Chairman</li> <li>2. Director IIP – Member</li> <li>3. One Professors/Additional Director or Joint Director to be nominated by Director IIP as Member</li> <li>4. Nominated by IIP Governing Body outside four experts from a reputed Government Institute within Mumbai belonging to (i) SC or ST (ii) OBC (iii) Women and (iv) Minorities Communities i.e. Jain or Parsi or Sikh or Muslim or Buddhism or Christian)</li> </ol>
13.	Circumstances in which Union Public Commission to be consulted in making recruitment	Not Applicable



**Amendment on 11<sup>th</sup> April 2023 during 258 GB Meeting (Resolution 258:02)**

1.	Name of Post	Deputy Director (Administration)
2.	Number of Post	*1 (2023) (Note: Subject to variation dependent on work load)
3.	Classification	Group A (Non-Ministerial)
4.	Level in Pay Matrix	Level 11 (Rs. 67700 – 208700)
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age Limit for Direct Recruits	Not applicable
7.	Educational and Other Qualifications required for Direct Recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Educational Qualifications: Yes Educational qualifications as specified for deputation/Short term contract. Age: No.
9.	Period of Probation, if any.	Not applicable
10.	Method of Recruitment, whether by Direct recruitment or by Promotion or by Deputation/absorption and percentage of vacancies to be filled by various methods.	By promotion failing which by Deputation/ Short-term contract.
11.	In case of recruitment by Promotion/deputation/ absorption grades from which promotion/deputation/absorption was made	<b>Promotion:</b> From amongst Assistant Director (Administration) with 5 years regular service. <b>Deputation/short-term-contract:</b> Officers working in Central/State/Union Territories Government/PSU or Universities: (A) (i) Holding analogous post on regular basis; or (ii) Holding posts in Level 10 with 5 years (iii) Holding posts in Level 9 with 7 years regular service; and possessing (B) Possessing Master's Degree in Management / Commerce/ Arts or Post Graduation Degree or Management or Law or Diploma in HR (two years duration) from a reputed University or organisation or its equivalent qualifications; and (C) Possessing 10 years' experience in areas of establishment, administration, administrative rules, financial area, disciplinary/vigilance matters, legal matters and associated areas under any organisation of the Central/State/UT Govt. (The Period of deputation/short-term-contract including the period of deputation/short-term-contract in another ex-cadre post held immediately preceding this appointment in some other organisation/department of the Central/State/UT Government or PSU or Universities shall ordinarily not exceed 3 years. The maximum age limit for appointment on deputation/short-term-contract shall be not exceeding 56 years on the closing date of receipt of applications.)
12.	If a Departmental Promotion Committee exists. What is its composition	1. IIP Governing Body to nominate – Chairman 2. Director IIP – Member 3. Nominated by IIP Governing Body outside four experts in area of Administration, Establishment or HR or legal matters within Mumbai.
13.	Circumstances in which Union Public Commission to be consulted in making recruitment	Not Applicable



**Amendment on 11<sup>th</sup> April 2023 during 258 GB Meeting (Resolution 258:02)**

1.	Name of Post	Assistant Director (Technical) / Lecturer
2.	Number of Post	*13 (2023) (Note: Subject to variation dependent on work load)
3.	Classification	Group A (Non-Ministerial)
4.	Level in Pay Matrix	Level 10 (Rs. 56100 – 177500)
5.	Whether Selection Post or Non-Selection Post	Selection
6.	Age Limit for Direct Recruits	Not exceeding 35 years. (Relaxable for Scheduled Castes/Scheduled Tribes by 5 years and Other Backward Classes with 3 years). Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Union Territory, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman& Nicobar Islands or Lakshadweep.)
7.	Educational and Other Qualifications required for Direct Recruits	<b>Essential:</b> (A) (i) Possessing Ph.D. in Packaging or Science subjects from a recognised University or its equivalent with 1 years' Experience in areas relating to Packaging or Science areas. Or (ii) Possessing Master's Degree in Technology or Science or Applied Science in Packaging subject with 3 years Teaching Experience relating to Packaging or Science areas. Or (iii) Possessing Degree in Technology or Science or Applied Science in Packaging or associated subject with 5 years Teaching Experience relating to Packaging or Science areas. And (B) Possessing Diploma/Certificate in Packaging or Scientific areas (with atleast three months duration) from a recognised Institute. <b>Note:</b> Teaching/testing/research experience in respect of Packaging or allied Industry and associated area at International or National or State/UT level shall only count.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Educational Qualification: Yes, as indicated under Col 11. Age: No.
9.	Period of Probation, if any.	One year. <b>Note:</b> Mandatory induction training of not less than 2 weeks period before completion of probation period to be successfully completed.
10.	Method of Recruitment, whether by Direct recruitment or by Promotion or by Deputation/absorption and percentage of vacancies to be filled by various methods.	(i) 50 % by Promotion failing which by Direct Recruitment; and (ii) 50% by Direct Recruitment. Note 1: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more be filled on deputation/short-term contract basis from officers of Central/State/Union Territories Government. (a) Holding analogous posts on regular basis; or (b) with 7 years regular service in Level 9; and possessing Educational Qualification prescribed for direct recruits under Column 7. Note 2: All candidates being selected to the posts shall pass presentation skills as per Notes under Column 11.
11.	In case of recruitment by Promotion/deputation/ absorption grades from which promotion/deputation/absorption was made	Promotion: From (i) Technical Officer with 5 years of regular service in the grade or (ii) failing which Technical Officer with minimum 3 years' service and combined service in the grades of Technical Officer and Technical Assistant with 10 years regular service in the grade. Note 1: The candidate eligible for consideration for appointment by any method shall be assessed for skills on teaching/testing/research or assigned subject and connected question by the Committee



		<p>constituted. The candidate eligible is required to qualify with not less than 50% marks for General candidates and 45% for reserved categories and 40% for PwD candidates, based on functional requirements of the post in the order of their merit.</p> <p>Note 2: Only those candidates who are declared qualified in the order of merit by the Committee based on vacancies for each method shall be recommended for appointment subject to approval by the Appointing Authority.</p> <p>Note 3: The final approved list of candidates shall be placed on website.</p>
12.	If a Departmental Promotion Committee exists. What is its composition	<p>1.IIP Governing Body to nominate – Chairman</p> <p>2.Director IIP – Member</p> <p>3.One Professors/Additional Director or Joint Director to be nominated by Director IIP as Member</p> <p>4.Nominated by IIP Governing Body outside four experts from a reputed Government Institute within Mumbai belonging to (i) SC or ST (ii) OBC (iii) Women and (iv) Minorities Communities (I.e. Jain or Parsi or Sikh or Muslim or Buddhism or Christian)</p>
13.	Circumstances in which Union Public Commission to be consulted in making recruitment	Not Applicable



**Amendment on 11<sup>th</sup> April 2023 during 258 GB Meeting (Resolution 258:02)**

1.	Name of Post	Assistant Director (Administration)
2.	Number of Post	*3 (2023) (Note: Subject to variation dependent on work load)
3.	Classification	Group A (Non-Ministerial)
4.	Level in Pay Matrix	Level 10 (Rs. 56100 – 177500)
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age Limit for Direct Recruits	<p>Not exceeding 35 years. (Relaxable for Scheduled Castes/Scheduled Tribes by 5 years and Other Backward Classes with 3 years).</p> <p>Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Union Territory, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman&amp; Nicobar Islands or Lakshadweep.)</p>
7.	Educational and Other Qualifications required for Direct Recruits	<p>(A) Possessing Master's Degree in Management / Commerce / Arts or Post Graduation Degree or Management or Law or Diploma in HR (two years duration) from a reputed University or organisation or its equivalent qualifications; and</p> <p>(B) Possessing 10 years' experience in areas of establishment, administration, administrative rules, financial area, disciplinary/vigilance matters, legal matters and associated areas under any organisation of the Central/State/UT Govt Not applicable</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<p>Educational Qualifications: Yes, Educational qualifications as specified for deputation/Short term contract.</p> <p>Age: No.</p>
9.	Period of Probation, if any.	<p>Two years.</p> <p><b>Note:</b> Mandatory induction training of not less than 2 weeks period before completion of probation period to be successfully completed.</p>
10.	Method of Recruitment, whether by Direct recruitment or by Promotion or by Deputation/absorption and percentage of vacancies to be filled by various methods.	<p>By Promotion, failing which by Deputation/ Short term contract, failing both by Direct Recruitment.</p> <p>Note 1: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more be filled on deputation/short-term contract basis from officers of Central/State/Union Territories Government:</p> <p>(A) (i) Holding analogous post on regular basis; or</p> <p>(ii) Holding posts in Level 10 with 5 years</p> <p>(iii) Holding posts in Level 9 with 7 years regular service; and possessing the Educational Qualification and experience as under Column 7.</p> <p>(The Period of deputation/short-term-contract including the period of deputation/short-term-contract in another ex-cadre post held immediately preceeding this appointment in some other organisation/department of the Central/State/UT Government or PSU or Universities shall ordinarily not exceed 3 years. The maximum age limit for appointment on deputation/short-term-contract shall be not exceeding 56 years on the closing date of receipt of applications.)</p>
11.	In case of recruitment by Promotion/deputation/ absorption grades from which promotion/deputation/absorption was made	<p><b>Promotion:</b> From amongst Section Officers with 5 years regular service.</p> <p><b>Deputation/short-term-contract:</b> Officers working in Central/State/Union Territories Government/PSU or Universities:</p> <p>(A)(i) Holding analogous post on regular basis; or</p>



		<p>or (ii) Holding posts in Level 9 with 5 years or</p> <p>(iii) Holding posts in Level 8 with 10 years regular service; and possessing</p> <p>(B) Degree from a recognised University or its equivalent qualifications; and</p> <p>(C) Possessing 10 years' experience in areas of establishment, administrative rules, financial area, disciplinary/vigilance matters, legal matters and associated areas under any organisation of the Central/State/UT Government/PSU/Universities. The Period of deputation/short-term-contract including the period of deputation/short-term-contract in another ex-cadre post held immediately preceeding this appointment in some other organisation/department of the Central/State/UT Government or PSU or Universities shall ordinarily not exceed 3 years. The maximum age limit for appointment on deputation/short-term-contract shall be not exceeding 56 years on the closing date of receipt of applications.)</p>
12.	If a Departmental Promotion Committee exists. What is its composition	<ol style="list-style-type: none"> <li>1. IIP Governing Body to nominate - Chairman</li> <li>2. Director IIP – Member</li> <li>3. Nominated by IIP Governing Body outside four experts in area of Administration or Human Rights or Financial matters or legal matters.</li> <li>4. Nominated by IIP Governing Body outside four experts from a reputed Government Institute within Mumbai belonging to (i) SC or ST (ii) OBC (iii) Women and (iv) Minorities Communities (I.e. Jain or Parsi or Sikh or Muslim or Buddhism or Christian)</li> </ol>
13.	Circumstances in which Union Public Commission to be consulted in making recruitment	Not Applicable



Amendment on 11 <sup>th</sup> April 2023 during 258 GB Meeting (Resolution 258:02)		
1.	Name of Post	Assistant Director (Library)
2.	Number of Post	*1 (2023) (Note: Subject to variation dependent on work load)
3.	Classification	Group A (Non-Ministerial)
4.	Level in Pay Matrix	Level 10 (Rs. 56100 – 177500)
5.	Whether Selection Post or Non Selection Post	Not applicable.
6.	Age Limit for Direct Recruits	Not applicable.
7.	Educational and Other Qualifications required for Direct Recruits	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.
9.	Period of Probation, if any.	Not applicable.
10.	Method of Recruitment, whether by Direct recruitment or by Promotion or by Deputation/absorption and percentage of vacancies to be filled by various methods.	By deputation/Short-term-Contract
11.	In case of recruitment by Promotion/deputation/ absorption grades from which promotion/deputation/absorption was made	Officers working in Central/State/Union Territories Government (A) (i) Holding analogous post on regular basis; or(ii) Holding posts in Level 9 with 5 years regular service possessing. (B) Post Graduation from recognised University or its equivalent and(B) Post Graduation Degree in Library Science or Information Science or Documentation Science or its equivalent qualification from a recognised University or Organisation. And (C) 3 years' experience in a technical Library of the Central/State/UT Government or PSU or University. (The Period of deputation/short-term-contract including the period of deputation/short-term-contract in another ex-cadre post held immediately preceeding this appointment in the some other organisation/department of the Central/State Government or PSU or Universities shall ordinarily not exceed 3 years. The maximum age limit for appointment on deputation/short-term-contract shall be not exceeding 56 years on the closing date of receipt of applications.)
12.	If a Departmental Promotion Committee exists. What is its composition	<ol style="list-style-type: none"> <li>1. IIP Governing Body to nominate - Chairman</li> <li>2. Director IIP – Member</li> <li>3. IIP Governing Body to nominate Professor or Associate Professor from the Institute as members.</li> <li>4. IIP Governing Body to nominate Librarian from a reputed Library of reputed Institute / University / Government college within Mumbai.</li> </ol>
13.	Circumstances in which Union Public Commission to be consulted in making recruitment	Not Applicable



1.	Name of Post	Assistant Director (Information Technology)
2.	Number of Post	*1(2023) (Note: Subject to variation dependent on work load)
3.	Classification	Group A (Non-Ministerial)
4.	Level in Pay Matrix	Level 10 (Rs. 56100-177500)
5.	Whether Selection Post or Non Selection Post	Not applicable
6.	Age Limit for Direct Recruits	Not applicable.
7.	Educational and Other Qualifications required for Direct Recruits	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
9.	Period of Probation, if any.	Not applicable
10.	Method of Recruitment, whether by Direct recruitment or by Promotion or by Deputation/absorption and percentage of vacancies to be filled by various methods.	By deputation/ Short-term contract
11.	In case of recruitment by Promotion/deputation/ absorption grades from which promotion/deputation/absorption was made	<p>Officers working in Central/State/Union Territories Government:</p> <p>(A) (i) Holding analogous post on regular basis; or (ii) Holding posts in Level 9 with 2 years regular service; or (ii) Holding posts in Level 8 with 7 years regular service; and possessing</p> <p>(B) (i) Bachelor's Degree in Science / Technology in Computer Science / Computer Application / Information Technology or its equivalent from a recognised University/institute with 5 years' experience Information Technology and in related areas or (ii) Masters' Degree in Science / Technology in Computer Application / Computer Science / Information Technology or its equivalent from a recognised University/institute with 2 years' experience in Information Technology and related areas</p> <p>(The Period of deputation/short-term-contract including the period of deputation/short-term-contract in another ex-cadre post held immediately preceding this appointment in some other organisation/department of the Central/State/UT Government or PSU or Universities shall ordinarily not exceed 3 years. The maximum age limit for appointment on deputation/short-term-contract shall be not exceeding 56 years on the closing date of receipt of applications.)</p>
12.	If a Departmental Promotion Committee exists. What is its composition	Not applicable
13.	Circumstances in which Union Public Commission to be consulted in making recruitment	Not Applicable



**Amendment on 11<sup>th</sup> April 2023 during 258 GB Meeting (Resolution 258:02)**

1.	Name of Post	Technical Officer
2.	Number of Post	*8 (2023) (Note: Subject to variation dependent on work load)
3.	Classification	Group B (Non-Ministerial)
4.	Level in Pay Matrix	Level 7 (Rs. 44900 – 142400)
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age Limit for Direct Recruits	Not exceeding 30 years. (Relaxable for Scheduled Castes/Scheduled Tribes by 5 years and Other Backward Classes with 3 years). Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Union Territory, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep.)
7.	Educational and Other Qualifications required for Direct Recruits	<p><b>Essential:</b> (A) (i) Possessing Ph.D. in Packaging or Science subjects from a recognised University or its equivalent with 1 years' Experience in areas relating to Packaging or Science areas.</p> <p>Or</p> <p>(ii) Possessing Master's Degree in Technology or Science or Applied Science in Packaging or associated subject with 3 years' Experience relating to Packaging or Science areas.</p> <p>Or</p> <p>(iii) Possessing Degree in Technology or Science or Applied Science in Packaging or associated subject with 5 years' Experience relating to Packaging or Science areas.</p> <p>And</p> <p>(B) Possessing Diploma/Certificate in Packaging or Scientific areas (with atleast three months duration) from a recognised Institute.</p> <p><b>Note:</b> Teaching/testing/research experience in respect of Packaging or allied Industry and associated area at International or National or State/UT level shall only count.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Educational Qualification: Yes, as indicated under Col. 11. Age: No.
9.	Period of Probation, if any.	One year. <b>Note:</b> Mandatory induction training of not less than 2 weeks period before completion of probation period to be successfully completed.
10.	Method of Recruitment, whether by Direct recruitment or by Promotion or by Deputation/absorption and percentage of vacancies to be filled by various methods.	<p>By Promotion failing which by Direct Recruitment</p> <p>Note 1: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more be filled on deputation/short-term contract basis from officers of Central/State/Union Territories Government.</p> <p>(a) Holding analogous posts on regular basis; or</p> <p>(b) with 7 years regular service in Level 6; and possessing Educational Qualification prescribed for direct recruits under Column 7.</p> <p>Note 2: All candidates being selected to the posts shall pass presentation skills before they are recommended for appointment</p>
11.	In case of recruitment by Promotion/deputation/ absorption grades from which promotion/deputation/absorption was made	<p>Promotion: From Technical Assistant with 5 years regular service.</p> <p>Note 1: The candidate eligible for consideration for appointment by any method shall be assessed for skills on teaching/testing/research or assigned subject and connected question by the Committee constituted. The candidate eligible is required to qualify with not less than 50% marks for General candidates and 45% for reserved categories and 40% for PwD candidates, based on functional</p>

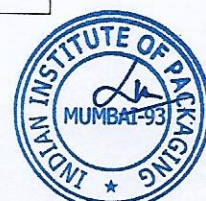


		<p>requirements of the post in the order of their merit.</p> <p>Note 2: Only those candidates who are declared qualified in the order of merit by the Committee based on vacancies for each method shall be recommended for appointment subject to approval by the Appointing Authority.</p> <p>Note 3: The final approved list of candidates shall be placed on website.</p>
12.	If a Departmental Promotion Committee exists. What is its composition	<ol style="list-style-type: none"> <li>1. Chairman of IIP Governing Body or his nominee - Chairman</li> <li>2. Director IIP – Member</li> <li>3. One Professor/Additional Director or Joint Director to be nominated by Director IIP as a Member</li> <li>4. Nominated by IIP Governing Body outside four experts from a reputed Government Institute within Mumbai belonging to (i) SC or ST (ii) OBC (iii) Women and (iv) Minorities Communities (I.e. Jain or Parsi or Sikh or Muslim or Buddhism or Christian)</li> </ol>
13.	Circumstances in which Union Public Commission to be consulted in making recruitment	Not Applicable



**Amendment on 11<sup>th</sup> April 2023 during 258 GB Meeting (Resolution 258:02)**

1.	Name of Post	Section Officer
2.	Number of Post	*4(3 +1) (2023) (Note: Subject to variation dependent on work load)
3.	Classification	Group B (Non-Ministerial)
4.	Level in Pay Matrix	Level 7 (Rs. 44900 – 142400)
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age Limit for Direct Recruits	Not exceeding 30 years. (Relaxable for Scheduled Castes/Scheduled Tribes by 5 years and Other Backward Classes with 3 years). Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Union Territory, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman& Nicobar Islands or Lakshadweep.)
7.	Educational and Other Qualifications required for Direct Recruits	<b>Essential:</b> (a) Degree from a recognised University or its equivalent qualifications. (b) 5 years' experience in a Government environment at supervisory level dealing in areas of Administrative or Establishment or Vigilance or Financial or Legal matters or Purchase Procedures etc. <b>Desirable:</b> (i) Master's Degree in Management or HR or Human Rights or Law or Public Administration (duration of at least two years) from a reputed Institute/ recognised University. (ii) Certificate/Diploma (not less than three months duration) in Computer Operation from a reputed institute / Organisation.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Educational Qualifications: Yes Age: No.
9.	Period of Probation, if any.	Two years. <b>Note:</b> Mandatory induction training of not less than 2 weeks period before completion of probation period to be successfully completed.
10.	Method of Recruitment, whether by Direct recruitment or by Promotion or by Deputation/absorption and percentage of vacancies to be filled by various methods.	By Promotion, failing which by Direct Recruitment
11.	In case of recruitment by Promotion/deputation/ absorption grades from which promotion/deputation/absorption was made	* <b>Promotion:</b> From amongst Senior Assistants and Senior Stenographers (subject to conditions as per Note) with 5 years regular service. Note: The Departmental Senior Stenographers with 5 years regular service shall be considered for promotion provided with they shall be posted for a period of one year (without break) as Senior Assistant with on the job posting subject to their willingness and giving an undertaking. On completion of posting test being conducted for them and qualify it with 50% marks.
12.	If a Departmental Promotion Committee exists. What is its composition	1. IIP Governing Body to nominate – Chairman 2. Director IIP – Member 3. Nominated by IIP Governing Body outside four experts from a reputed Government Institute within Mumbai belonging to (i) SC or ST (ii) OBC (iii) Women and (iv) Minorities Communities (I.e. Jain or Parsi or Sikh or Muslim or Buddhism or Christian)
13.	Circumstances in which UPSC to be consulted in making recruitment	Not Applicable



**Amendment on 11<sup>th</sup> April 2023 during 258 GB Meeting (Resolution 258:02)**

1.	Name of Post	Technical Assistant
2.	Number of Post	*18 (2023) (Note: Subject to variation dependent on work load)
3.	Classification	Group B (Non-Ministerial)
4.	Level in Pay Matrix	Level 6 (Rs. 35400 – 112400)
5.	Whether Selection Post or Non Selection Post	Not applicable
6.	Age Limit for Direct Recruits	Not exceeding 30 years. (Relaxable for Scheduled Castes/Scheduled Tribes by 5 years and Other Backward Classes with 3 years). Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Union Territory, Lahaul and Spiti District and Pangri Sub Division of Chamba District of Himachal Pradesh, Andaman& Nicobar Islands or Lakshadweep.)
7.	Educational and Other Qualifications required for Direct Recruits	<b>Essential:</b> (A) Possessing Degree in Technology or Science or Applied Science in Packaging or associated subject from a recognised University. (B) Possessing Diploma/Certificate in Packaging or Scientific areas (with atleast three months duration) from a recognised Institute. <b>Desirable:</b> 1 years' experience in respect of Packaging or allied Industry and associated area at National or State/UT level shall only count
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
9.	Period of Probation, if any.	Two years. <b>Note:</b> Mandatory induction training of not less than 2 weeks period before completion of probation period to be successfully completed.
10.	Method of Recruitment, whether by Direct recruitment or by Promotion or by Deputation/absorption and percentage of vacancies to be filled by various methods.	100 % by Direct Recruitment. Note 1: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more be filled on deputation/short-term contract basis from officers of Central/State/Union Territories Government. (a) Holding analogous posts on regular basis; or (b)with 7 years regular service in Level 5; and possessing Educational Qualification prescribed for direct recruits under Column 7. Note2: All the candidates being considered for Direct Recruitment shall qualify skill test (100 marks) on Scientific/Packaging areas. The qualified marks in each part for General is 50%, 45% for reserved and 40% for PwD candidates respectively.
11.	In case of recruitment by Promotion/deputation/ absorption grades from which promotion/deputation/absorption was made	Not applicable
12.	If a Departmental Promotion Committee exists. What is its composition	1. IIP Governing Body to nominate - Chairman 2. Director IIP – Member 3. One Professors/Additional Director or Joint Director to be nominated by IIP Governing body as Member
13.	Circumstances in which Union Public Commission to be consulted in making recruitment	Not Applicable



**Amendment on 11<sup>th</sup> April 2023 during 258 GB Meeting (Resolution 258:02)**

1.	Name of Post	Senior Assistant
2.	Number of Post	*4 (2023) (Note: Subject to variation dependent on work load)
3.	Classification	Group B (Non-Ministerial)
4.	Level in Pay Matrix	Level 6 (Rs. 35400 – 112400)
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age Limit for Direct Recruits	Not exceeding 30 years. (Relaxable for Scheduled Castes/Scheduled Tribes by 5 years and Other Backward Classes with 3 years). Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Union Territory, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman& Nicobar Islands or Lakshadweep.)
7.	Educational and Other Qualifications required for Direct Recruits	<b>Essential:</b> (a) Degree from a recognised University or its equivalent qualifications. (b) 2 years' experience in a Government/Private sector organisation at supervisory level dealing in areas of Administrative or Establishment or Vigilance or Financial or Legal matters or Purchase Procedures. <b>Desirable:</b> (i) Post Graduation or Master's Degree in Management or Human Rights or Law or Public Administration (duration of at least two years) from a reputed Institute/University. (ii) Certificate/Diploma (not less than one-month duration) in Computer Operation from a reputed Organisation.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.
9.	Period of Probation, if any.	Two years. <b>Note:</b> Mandatory induction training of not less than 2 weeks period before completion of probation period to be successfully completed.
10.	Method of Recruitment, whether by Direct recruitment or by Promotion or by Deputation/absorption and percentage of vacancies to be filled by various methods.	By Promotion, failing which by Direct Recruitment
11.	In case of recruitment by Promotion/deputation/ absorption grades from which promotion/deputation/absorption was made	<b>Promotion:</b> From amongst Junior Assistants with 10 years regular service.
12.	If a Departmental Promotion Committee exists. What is its composition	1. IIP Governing Body to nominate - Chairman 2. Director IIP – Member 3. Nominated by IIP Governing Body outside four experts from a reputed Government Institute belonging to (i) SC or ST (ii) OBC (iii) Women and (iv) Minorities Communities (I.e. Jain or Parsi or Sikh or Muslim or Buddhism or Christian)
13.	Circumstances in which Union Public Commission to be consulted in making recruitment	Not Applicable



**Amendment on 11<sup>th</sup> April 2023 during 258 GB Meeting (Resolution 258:02)**

1.	Name of Post	Senior Stenographer
2.	Number of Post	*4(2023) (Note: Subject to variation dependent on work load)
3.	Classification	Group B (Non-Ministerial)
4.	Level in Pay Matrix	Level 6 (Rs. 35400 – 112400)
5.	Whether Selection Post or Non Selection Post	Selection
6.	Age Limit for Direct Recruits	Not Applicable.
7.	Educational and Other Qualifications required for Direct Recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.
9.	Period of Probation, if any.	Two years. <b>Note:</b> Mandatory induction training of not less than 2 weeks period before completion of probation period to be successfully completed.
10.	Method of Recruitment, whether by Direct recruitment or by Promotion or by Deputation/absorption and percentage of vacancies to be filled by various methods.	By Promotion, failing which by Absorption.
11.	In case of recruitment by Promotion/deputation/ absorption grades from which promotion/deputation/absorption was made	<p><b>Promotion:</b> From amongst Junior Stenographer with 5 years regular service in the grade.</p> <p><b>Absorption:</b> Officers working in Central/State/Union Territories Government</p> <p>(A) (i) Holding analogous post on regular basis; or (ii) Holding analogous posts in Level 5 with 2 years regular service; or (iii) Holding analogous posts in Level 4 with 5 years regular service; or possessing the following:</p> <p>(a) Degree from a recognised University or its equivalent qualifications.</p> <p>(b) 1 years' experience in a Government / Private Sector organisation at supervisory level dealing in areas of Administrative or Establishment or Vigilance or Financial or Legal matters or Purchase Procedures.</p> <p>(c) Passing Stenography test (duration of 10 minutes) in English at 100 words per minute or in Hindi 80 words per minute and transcribing it in English or Hindi within 30 minutes (correspond to 10500 KDPH on an average of 5 key depression for each word in English or 9000 KDPH in Hindi on computer).</p> <p><b>Desirable:</b> (i) Certificate/Diploma (not less than one month duration) in Computer Operation from a reputed Organisation. Note: The persons for absorption are required to pass Trade Test for post.</p>
12.	If a Departmental Promotion Committee exists. What is its composition	<ol style="list-style-type: none"> <li>1. IIP Governing Body to nominate – Chairman</li> <li>2. Director IIP – Member</li> <li>3. Government Member</li> <li>4. Deputy Director or equivalent officer nominated by IIP Governing Body</li> </ol>
13.	Circumstances in which Union Public Commission to be consulted in making recruitment	Not Applicable



**Amendment on 11<sup>th</sup> April 2023 during 258 GB Meeting (Resolution 258:02)**

1.	Name of Post	Junior Assistant ( <i>Junior Stenographer new recruitment under DR will be made/termed as Jr. Asst. w.e.f.2023 as per 201 GB Resolution</i> )
2.	Number of Post	*10 (9 +1) (2023) (Note: Subject to variation dependent on work load)
3.	Classification	Group C (Non-Ministerial)
4.	Level in Pay Matrix	Level 4 (Rs. 25500 – 81100)
5.	Whether Selection Post or Non Selection Post	Non-Selection
6.	Age Limit for Direct Recruits	Not exceeding 25 years. (Relaxable for Scheduled Castes/Scheduled Tribes by 5 years and Other Backward Classes with 3 years). Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Union Territory, Lahaul and Spiti District and Pangti Sub Division of Chamba District of Himachal Pradesh, Andaman& Nicobar Islands or Lakshadweep.)
7.	Educational and Other Qualifications required for Direct Recruits	<b>Essential:</b> (a) Degree from a recognised University or its equivalent qualifications. (b) 1 years' experience in a Government/Private Sector organisation at supervisory level dealing in areas of Administrative or Establishment or Vigilance or Financial or Legal matters or Purchase Procedures. (c) Passing test in English Typewriting @ 35 words per minutes or Hindi Typewriting @ 30 words per minute (correspond to 10500 KDPH on an average of 5 key depression for each word in English or 9000 KDPH in Hindi on computer). <b>Desirable:</b> Certificate/Diploma (not less than one-month duration) in Computer Operation from a reputed Organisation.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.
9.	Period of Probation, if any.	Two years. <b>Note:</b> Mandatory induction training of not less than 2 weeks period before completion of probation period to be successfully completed.
10.	Method of Recruitment, whether by Direct recruitment or by Promotion or by Deputation/absorption and percentage of vacancies to be filled by various methods.	By Promotion, failing which by Direct Recruitment
11.	In case of recruitment by Promotion/deputation/ absorption grades from which promotion/deputation/absorption was made	<b>Promotion:</b> From amongst Clerk with 5 years regular service.
12.	If a Departmental Promotion Committee exists. What is its composition	1. IIP Governing Body to nominate - Chairman 2. Director IIP – Member 3. Nominated by IIP Governing Body outside four experts from a reputed Government Institute belonging to (i) SC or ST (ii) OBC (iii) Women and (iv) Minorities Communities (I.e. Jain or Parsi or Sikh or Muslim or Buddhism or Christian)
13.	Circumstances in which Union Public Commission to be consulted in making recruitment	Not Applicable



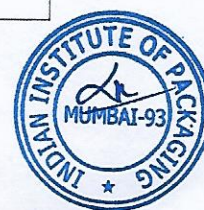
**Amendment on 11<sup>th</sup> April 2023 during 258 GB Meeting (Resolution 258:02)**

1.	Name of Post	Junior Stenographer
2.	Number of Post	*2(2023) (Note: Subject to variation dependent on work load)
3.	Classification	Group C (Non-Ministerial)
4.	Level in Pay Matrix	Level 4 (Rs. 25500 – 81100)
5.	Whether Selection Post or Non Selection Post	Not applicable
6.	Age Limit for Direct Recruits	Not applicable.
7.	Educational and Other Qualifications required for Direct Recruits	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
9.	Period of Probation, if any.	Not applicable
10.	Method of Recruitment, whether by Direct recruitment or by Promotion or by Deputation/absorption and percentage of vacancies to be filled by various methods.	Not applicable Note: It shall be dying cadre till all are promoted or wasted out from service. (Junior Stenographer new recruitment under DR will be made/termed as Jr. Asst. w.e.f.2023 as per 201 GB Resolution)
11.	In case of recruitment by Promotion/deputation/ absorption grades from which promotion/deputation/absorption was made	Not applicable
12.	If a Departmental Promotion Committee exists. What is its composition	Not applicable
13.	Circumstances in which Union Public Commission to be consulted in making recruitment	Not Applicable



**Amendment on 11<sup>th</sup> April 2023 during 258 GB Meeting (Resolution 258:02)**

1.	Name of Post	Telephone Operator
2.	Number of Post	*1 (2023) (Note: Subject to variation dependent on work load)
3.	Classification	Group C (Non-Ministerial)
4.	Level in Pay Matrix	Level 3 (Rs. 21700 – 69100)
5.	Whether Selection Post or Non Selection Post	Not applicable.
6.	Age Limit for Direct Recruits	Not exceeding 25 years. (Relaxable for Scheduled Castes/Scheduled Tribes by 5 years and Other Backward Classes with 3 years). Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Union Territory, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman& Nicobar Islands or Lakshadweep.)
7.	Educational and Other Qualifications required for Direct Recruits	<p><b>Essential:</b> Secondary from a recognised University or Board or its equivalent qualifications.</p> <p><b>Desirable:</b> Masters'/Graduate degree from a recognised University or its equivalent qualifications. (a) One years' experience as Telephone Operator&amp; reception/front office management in reputed organisation. (b) Operation of Computer (c) Ability to read, write &amp; speak Hindi, English &amp; regional language. <b>Note:</b> Test shall be conducted and assessed by the Committee for work of telephone operation and reception/front office management.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.
9.	Period of Probation, if any.	Two years. <b>Note:</b> Mandatory induction training of not less than 2 weeks period before completion of probation period to be successfully completed.
10.	Method of Recruitment, whether by Direct recruitment or by Promotion or by Deputation/absorption and percentage of vacancies to be filled by various methods.	By Re-employment failing which by Direct Recruitment
11.	In case of recruitment by Promotion/deputation/ absorption grades from which promotion/deputation/absorption was made	Re-employment of personnel from Army, Navy or Air Force, Para-military or Police Forces with 5 years' experience (who had retired from service) and possessing EQ and experience prescribed under Col. 7. Note: They shall be re-employed till the age of superannuation.
12.	If a Departmental Promotion Committee exists. What is its composition	<ol style="list-style-type: none"> <li>1. IIP Governing Body to nominate – Chairman</li> <li>2. Director IIP – Member</li> <li>3. Nominated by IIP Governing Body outside four experts from a reputed Government Institute with in Mumbai belonging to (i) SC or ST (ii) OBC (iii) Women and (iv) Minorities Communities (I.e. Jain or Parsi or Sikh or Muslim or Buddhism or Christian)</li> </ol>
13.	Circumstances in which UPSC to be consulted in making recruitment	Not Applicable



**Amendment on 11<sup>th</sup> April 2023 during 258 GB Meeting (Resolution 258:02)**

1.	Name of Post	Clerk
2.	Number of Post	*6 (2023) (Note: Subject to variation dependent on work load)
3.	Classification	Group C (Non-Ministerial)
4.	Level in Pay Matrix	Level 2 (Rs. 19900 – 63200)
5.	Whether Selection Post or Non Selection Post	Not applicable
6.	Age Limit for Direct Recruits	Not exceeding 25 years. (Relaxable for Scheduled Castes/Scheduled Tribes by 5 years and Other Backward Classes with 3 years). Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Union Territory, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman& Nicobar Islands or Lakshadweep.)
7.	Educational and Other Qualifications required for Direct Recruits	<b>Essential:</b> (a) Degree from a recognised University or its equivalent qualifications. (b) 1 years' experience in a Government/Private sector organisation at supervisory level dealing in areas of Administrative or Establishment or Vigilance or Financial or Legal matters or Purchase Procedures. (c) Passing test in English Typewriting @ 35 words per minutes or Hindi Typewriting @ 30 words per minute (correspond to 10500 KDPH on an average of 5 key depression for each word in English or 9000 KDPH in Hindi on computer).
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.
9.	Period of Probation, if any.	Two years. <b>Note:</b> Mandatory induction training of not less than 2 weeks period before completion of probation period to be successfully completed.
10.	Method of Recruitment, whether by Direct recruitment or by Promotion or by Deputation/absorption and percentage of vacancies to be filled by various methods.	Direct Recruitment
11.	In case of recruitment by Promotion/deputation/ absorption grades from which promotion/deputation/absorption was made	Not applicable.
12.	If a Departmental Promotion Committee exists. What is its composition	1. IIP Governing Body to nominate - Chairman 2. Director IIP – Member 3. Nominated by IIP Governing Body outside four experts from a reputed Government Institute within Mumbai belonging to (i) SC or ST (ii) OBC (iii) Women and (iv) Minorities Communities (I.e. Jain or Parsi or Sikh or Muslim or Buddhism or Christian)
13.	Circumstances in which Union Public Commission to be consulted in making recruitment	Not Applicable



**Amendment on 11<sup>th</sup> April 2023 during 258 GB Meeting (Resolution 258:02)**

1.	Name of Post	Staff Car Driver
2.	Number of Post	*2 (2023) (Note: Subject to variation dependent on work load)
3.	Classification	Group C (Non-Ministerial)
4.	Level in Pay Matrix	Level 2 (Rs. 19900 – 63200)
5.	Whether Selection Post or Non-Selection Post	Not applicable.
6.	Age Limit for Direct Recruits	Not exceeding 25 years. (Relaxable for Scheduled Castes/Scheduled Tribes by 5 years and Other Backward Classes with 3 years). Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Union Territory, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman& Nicobar Islands or Lakshadweep.)
7.	Educational and Other Qualifications required for Direct Recruits	<b>Essential:</b> (a) Secondary from a recognised University or Board or its equivalent qualifications. (b) Holding a valid licence to drive LMV. (c) Knowledge of basic motor vehicles and parts and its repair in emergency situation. (d) Update of Log Book and regular service and PUC Certificate and insurance etc. in respect of vehicle. <b>Note:</b> Test shall be conducted and assessed by the committee for driving a vehicle properly.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable.
9.	Period of Probation, if any.	Two years. <b>Note:</b> Mandatory induction training of not less than 2 weeks period before completion of probation period to be successfully completed.
10.	Method of Recruitment, whether by Direct recruitment or by Promotion or by Deputation/absorption and percentage of vacancies to be filled by various methods.	By Absorption failing which by Direct Recruitment
11.	In case of recruitment by Promotion/deputation/ absorption grades from which promotion/deputation/absorption was made	Absorption: Officers working in Central/State/Union Territories Government (i) Holding analogous post on regular basis; or (ii) Holding posts in Level 1 with 5 years regular service and possessing EQ and experience prescribed under Col. 7.
12.	If a Departmental Promotion Committee exists. What is its composition	1. IIP Governing Body to nominate - Chairman 2. Director IIP – Member 3. Nominated by IIP Governing Body outside four experts from a reputed Government Institute within Mumbai belonging to (i) SC or ST (ii) OBC (iii) Women and (iv) Minorities Communities (I.e. Jain or Parsi or Sikh or Muslim or Buddhism or Christian)
13.	Circumstances in which Union Public Commission to be consulted in making recruitment	Not Applicable



**Amendment on 11<sup>th</sup> April 2023 during 258 GB Meeting (Resolution 258:02)**

1.	Name of Post	Electrician
2.	Number of Post	*1 (2023) (Note: Subject to variation dependent on work load)
3.	Classification	Group C (Non-Ministerial)
4.	Level in Pay Matrix	Level 2 (Rs. 19900 – 63200)
5.	Whether Selection Post or Non Selection Post	Not applicable.
6.	Age Limit for Direct Recruits	Not exceeding 25 years. (Relaxable for Scheduled Castes/Scheduled Tribes by 5 years and Other Backward Classes with 3 years). Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Union Territory, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman& Nicobar Islands or Lakshadweep.)
7.	Educational and Other Qualifications required for Direct Recruits	<b>Essential:</b> (a) Secondary from a recognised University or Board or its equivalent qualifications. (b) Passed Certificate/Diploma from ITI (one-year duration) from a recognised Board or Institution. (c) One-year experience as Electrician in reputed organisation. (d) Operation of Computer. (e) Ability to read, write and speak Hindi, English and regional language. <b>Note:</b> Test shall be conducted and assessed by the Committee for electric maintenance of equipment.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.
9.	Period of Probation, if any.	Two years. <b>Note:</b> Mandatory induction training of not less than 2 weeks period before completion of probation period to be successfully completed.
10.	Method of Recruitment, whether by Direct recruitment or by Promotion or by Deputation/absorption and percentage of vacancies to be filled by various methods.	By Absorption failing which by Direct Recruitment
11.	In case of recruitment by Promotion/deputation/ absorption grades from which promotion/deputation/absorption was made	Absorption: Officers working in Central/State/Union Territories Government (i) Holding analogous post on regular basis; or (ii) Holding posts in Level 1 with 5 years regular service and possessing EQ and experience prescribed under Col. 7.
12.	If a Departmental Promotion Committee exists. What is its composition	1. IIP Governing Body to nominate - Chairman 2. Director IIP – Member 3. Nominated by IIP Governing Body outside four experts from a reputed Government Institute within Mumbai belonging to (i) SC or ST (ii) OBC (iii) Women and (iv) Minorities Communities (I.e. Jain or Parsi or Sikh or Muslim or Buddhism or Christian)
13.	Circumstances in which Union Public Commission to be consulted in making recruitment	Not Applicable



**Amendment on 11<sup>th</sup> April 2023 during 258 GB Meeting (Resolution 258:02)**

1.	Name of Post	Watch and Ward Assistant
2.	Number of Post	*1 (2023) (Note: Subject to variation dependent on work load)
3.	Classification	Group C (Non-Ministerial)
4.	Level in Pay Matrix	Level 2 (Rs. 19900 – 63200)
5.	Whether Selection Post or Non Selection Post	Not applicable.
6.	Age Limit for Direct Recruits	Not exceeding 25 years. (Relaxable for Scheduled Castes/Scheduled Tribes by 5 years and Other Backward Classes with 3 years). Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Union Territory, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman& Nicobar Islands or Lakshadweep.)
7.	Educational and Other Qualifications required for Direct Recruits	<b>Essential:</b> (a) Secondary from a recognised University or Board or its equivalent qualifications. (b) One years' experience as Watch and Ward Assistant or related area in reputed organisation. (c) Operation of Computer (d) Ability to read, write and speak Hindi, English and regional language. <b>Note:</b> Test shall be conducted and assessed by the Committee security and inspection
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable.
9.	Period of Probation, if any.	Two years. <b>Note:</b> Mandatory induction training of not less than 2 weeks period before completion of probation period to be successfully completed.
10.	Method of Recruitment, whether by Direct recruitment or by Promotion or by Deputation/absorption and percentage of vacancies to be filled by various methods.	By re-employment failing which by Direct Recruitment
11.	In case of recruitment by Promotion/deputation/ absorption grades from which promotion/deputation/absorption was made	Re-employment of personnel from Army, Navy or Air Force, Para-military or Police Forces with 5 years' experience (only who had retired from service). <b>Note:</b> They shall be re-employed till the age of superannuation.
12.	If a Departmental Promotion Committee exists. What is its composition	1. IIP Governing Body to nominate - Chairman 2. Director IIP – Member 3. Nominated by IIP Governing Body outside four experts from a reputed Government Institute within Mumbai belonging to (i) SC or ST (ii) OBC (iii) Women and (iv) Minorities Communities (I.e. Jain or Parsi or Sikh or Muslim or Buddhism or Christian)
13.	Circumstances in which Union Public Commission to be consulted in making recruitment	Not Applicable

