



RECRUITMENT NOTICE- IIP-01/2024

The Indian Institute of Packaging (IIP) is an Autonomous Body working under the Ministry of Commerce & Industry, Govt. of India, for promotion of packaging standards in the country since 1966. With its headquarter in Mumbai and Centres in Delhi, Chennai, Kolkata, Hyderabad, Ahmedabad and Lucknow, the primary functions of the Institute are testing and certification of packaging materials and packages, training and education, consultancy services and R&D activities related to packaging.

IIP invites applications for filling up of the post of **DIRECTOR** under Direct Recruitment:

Sr. No.	Name of Post	Classification	Pay Level (as per 7 th CPC)	No. of Post
1	Director	Group A (Non-Ministerial)	Level in Pay Matrix – Pay Level-14 (Rs.144200-218200)	01

TERMS AND CONDITIONS:

1. Eligibility:

Before applying, candidates should ensure that they fulfil the eligibility criteria for the advertised posts. If at any stage, it is found that any information furnished in application is false/ incorrect or the candidate does not satisfy the eligibility criteria for the post, his/her candidature will be cancelled and he/she will not be allowed to appear for interview.

2. Mode of Application & deadline for submission:

Candidates are required to submit application along with necessary documents online at below given link: <https://www.iip-in.com/iip-careers/current-openings.aspx> latest by **3rd April 2024 before 05:00pm.**

In addition, hard copy along with the demand draft of application fees and requisite documents to be sent to the Institute for record so as to reach latest by **10th April 2024 before 05:00 P.M.** Applications received after the deadline will be summarily rejected. The sealed envelope should be super scribed with “**Application for the post of Director**” & addressed to:

**The Assistant Director (Establishment)
Indian Institute of Packaging
E-2 MIDC Area, Andheri (East)
Mumbai 400 093**

3. Service Conditions:

- (i) **Pay Scale:** Selected Candidates will draw pay in the Pay Level as stipulated against the post and they will also be eligible for Dearness Allowance, House Rent Allowance etc.
- (ii) **Perquisites:** Along with basic pay and other allowances, selected candidates will be governed by the defined contributory **New Pension Scheme (NPS)** in addition to the benefit of Gratuity.
- (iii) Initial appointment will be on probation for a period of one year as per Recruitment Rules.

4. **The maximum age limit: 50 years (As on closing date of application).** Relaxable by 5 years in the case of SC/ST category and 3 years in the case of OBC category. Age limit relaxable by 5 years for departmental candidates.

Note: -

- i) Matriculation/10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating Date of Birth in support of claim of age.
- ii) Employees working with IIP on the date of notification of Recruitment Rules (RRs) and continuing in the services of the Institute on the closing date of direct recruitment advertisement are uniformly allowed to apply.

5. **Minimum Educational & Other Qualifications and Experience required for Direct Recruitment (As on the closing date of application): -**

Essential:

PhD in subject of relevance to packaging with at least 15 years of experience in packaging and allied sector as per note below.

Or

Master's degree in Engineering/technology/packaging sector as per note below or equivalent with at least 20 years of experience.

Note: Experience will be counted in teaching subjects related to packaging/working in packaging/allied sector/package user industry/organisations dealing in packaging development, research, standardisation etc.

Desirable:

- a. Minimum 5 Years of administrative experience in responsible position in Government/ Autonomous organisation/PSU/Semi Government/Educational Institutions
- b. Candidate should have research work published in leading journals/publications.

6. **Procedure of Selection:** Selection Committee as prescribed in Recruitment Rules for the aforementioned post will conduct Personal Interview/s of the Shortlisted Candidates and provide a panel of three names in the order of merit to Dept. of Commerce, Ministry of Commerce & Industry, Government of India for approval on selection.

- 7. Application Fee:** A Demand Draft in favour of “**INDIAN INSTITUTE OF PACKAGING**” payable at Mumbai, of Rs.1000/- to be submitted along with the application form. Any application received without application fees will be rejected & fees once paid shall not be refunded under any circumstances.
8. Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her is found to be false at a later stage.
9. Candidates should note that in case a communication is received from their employer by the Institute withholding permission to the candidates applying for the post, their application will be liable to be rejected/candidature will be liable to be cancelled. At the time of joining, the recommended candidates will have to bring proper discharge certificates from their PSU/Government/Autonomous Organisations/Semi Government/ Educational Institutions etc. Candidates are required to submit ‘No Objection Certificate’ from the present employer.
- 10. Candidates will require to submit following documents along with hard copy of application:**
- (i) Curriculum Vitae
 - (ii) Self- attested copy of 10th Mark sheet and certificate
 - (iii) Self- attested copy of 12th Mark sheet and certificate
 - (iv) Self- attested copy of Graduation Mark sheet and certificate
 - (v) Self- attested copy of Post-Graduation Mark sheet and degree certificate
 - (vi) Self-attested copy of PHD degree certificate (if applicable)
 - (vii) Self-attested copy of Research Work (if applicable)
 - (viii) Self- attested copy of Caste certificate (SC/ST/OBC if applicable)
 - (ix) No Objection Certificate from present employer
 - (x) Certified copy of Pay Slip/CTC from Present employer
 - (xi) Experience certificate/s on company letterhead
 - (xii) Undertaking by applicant (Annexure I)
 - (xiii) Employer Certificate (Annexure II) on company letterhead
 - (xiv) Attested photocopies of the ACR/APAR for the last 5 years (in case of Government employees)
 - (xv) Any other relevant supporting document/s deemed to be suitable
- 12. Action against candidates found guilty of misconduct/use of unfair means**
A candidate who is or has been declared by the Institute to be guilty of:
- (i) Obtaining support for his/her candidature by the following means, namely: -
 - a. offering illegal gratification to, or
 - b. applying pressure on, or
 - c. blackmailing, or threatening to blackmail any person directly or indirectly connected with the conduct of the recruitment and selection process, or
 - (ii) impersonating or
 - (iii) procuring impersonation by any person, or
 - (iv) submitting fabricated documents or documents which have been tampered with, or
 - (v) making statements which are incorrect or false or suppressing material information will be considered as disqualified for this recruitment.
13. Appointment of candidates shall be in line with IIP Service Bye Laws and Recruitment Rules read with the Govt. of India Instructions and will be subject to the candidate being found medically fit and the verification of character, antecedents and caste, as applicable.

- 14.** No person shall be eligible for appointment who had previously been dismissed or compulsorily retired from the service of a Department of a State or the Central Government or from any Public Sector Undertaking etc.
- 15.** No person shall be eligible for appointment who has been convicted in a Court of law for any offence involving moral turpitude.
- 16.** No TA will be provided for attending the Interview.
- 17.** The Institute reserves its right to reject any application and is not liable to provide any reasons whatsoever for such rejections.
- 18.** The Institute may conduct background check or police verification of the shortlisted candidates.
- 19.** The result of the Interview & approval from Government of India shall be final and binding in all respects. No correspondence shall be entertained in this regard.
- 20.** Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated in Mumbai only.

ANNEXURE I

UNDERTAKING BY THE APPLICANT

I,..... undertake that I am holding a permanent post of.....on regular basis in the

- 2) I undertake that I am drawing Basic Pay Rs.....in Level..... of the Pay Matrix (7th CPC) w.e.f.....
- 3) The entries filled in the application are correct as per office records.
- 4) No disciplinary case is pending or being contemplated against me.
- 5) No major/minor penalty was imposed on me during last 10 years.
- 6) The Grading for the last five years ACR/APAR is as under:
- 7) I have already informed my department that I am applying for the post of In Indian Institute of Packaging (IIP).
- 8) I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of Selection of Post. I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that action can be taken against me by IIP if I am declared guilty of furnishing wrong information, suppressing of facts, mentioned herein.

Date:

Signature of Applicant

Place:

CERTIFICATE BY THE EMPLOYER/CADRE CONTROLLING AUTHORITY

The information /details provided in the above application by the applicant are true and correct as per the facts available on records. He/ She possesses educational qualifications and experience mentioned in the vacancy circular/advertisement. If selected, he/she will be relieved immediately.

Also certified that,

- 1) There is no vigilance or disciplinary case pending/contemplated against
Shri / Smt
- 2) His / Her integrity is certified.
- 3) His/ Her CR Dossier in original are enclosed/photocopies of the ACR/APAR for the last 5 years duly attested are enclosed.
- 4) No major/ minor penalty has been imposed on him /her during the last 10 years **OR** A list of major/ minor penalties imposed on him /her during the last 10 years is enclosed. (as the case may be).

Countersigned

(Employer/Cadre Controlling Authority with Seal)