**IIP/HO/Mumbai/Admin/Con-Recruit/2024**          **Date: 06.03.2024**

### Filling up of temporary and contractual basis for Technical Posts at Indian Institute of Packaging, Mumbai

The Indian Institute of Packaging is an autonomous and apex body working under the Ministry of Commerce &Industry, Govt. of India for the promotion of packaging standards and exports in the country since 1966. With its headquarters and principal laboratories in Mumbai and other regional offices, the activities of the institute are in line with those of the world's premiere packaging Institutes. The institute is closely linked with all the international organizations concerned with packaging technologies.

Applications are invited from eligible candidates for the post of Technical Assistant and Project Assistant purely on a temporary /contractual basis at IIP, Mumbai.

**Name of the Post:** Technical Assistant/Project Assistant at Mumbai

**Minimum Eligibility / Desired Qualifications**

1. Degree in Science/Engineering/Technology with 1-year experience in Testing /Research/Packaging Design/Industry related to Packaging.

   **a). Science:** Chemistry, Physics, Industrial Polymers, Food, Pulp and Paper, Printing and Packaging.

   Or

   **b). Engineering/Technology:** Mechanical, Electrical, Electronic, Food, Polymer, Chemical, Plastic, Pulp and Paper, Printing and Packaging, Material and Packaging Design.

2. **Desirable Qualification:**

   1. Post Graduate Diploma in Packaging (PGDP) from Indian Institute of Packaging.
   2. Diploma in Design with three years.

**Salary: Rs. 35,000/- CTC per month**

**Terms & Conditions:**

Eligible candidates who fulfill the essential criteria may submit the application in the prescribed proforma Interested candidates having the above qualifications and experience should only apply online through the link given on or before **31-03-2024.**

1. Applications received after the stipulated period will not be considered.
2. The engagement is purely temporary and on a contract basis.

3. Selection Procedure: Applications received in response to this advertisement will be shortlisted based on the qualifications and experience of applicants. Shortlisted candidates will be called for an interview for selection.
4. Remuneration: A fixed monthly remuneration of Rs. 35,000/- CTC per month shall be paid. The amount of remuneration so fixed shall remain unchanged for the term of the contract and there will be no increment/percentage increase during the contract period. The selected candidate will not be entitled to any benefits like PF, Pension, Gratuity, Medical allowance, House Rent Allowance, Dearness Allowance, Transport Allowance, or any other allowance. No TA/DA is admissible for joining the assignment or on its completion.
5. Scope of duties: During the period of such engagement, shortlisted candidates may be called for service on weekends or holidays or beyond normal working hours for which no extra remuneration will be paid. They will be required to perform the duties assigned to them as per requirement.
6. Tax Deduction at Source: The income tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before affecting the payment for which the office will issue the TDS certificate.
7. Office Timing and working hours: Engagement of the above posts would be on a full-time basis. Working hours shall be from 09:30 am – 06:00 pm including 30 minutes lunch break in between. They will not be able to take any other assignment during the period of contractual engagement.
8. Confidentiality of data and documents: The Intellectual property rights of the data collected as well as deliverables produced for the office shall remain with this office. No one shall utilize publish or disclose to a third party any part of the data or statistics or information collected for assignment without written consent of the office. Candidates will be bound to hand over the entire set of records of assignment to the office before the expiry of the contract and before the final payment is released by the office.
9. Conflict of Interest: Candidates appointed by the office shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the office. No candidate would be permitted to take up any other assignment during the period of the contract.
10. Termination of service: The engagement may be terminated at any time by the office without assigning any reasons by giving notice of 7 days. In case the candidate desires to leave the assignment, he/she has to give 7 days' notice which can be curtailed/extended depending upon the workload. In case the candidate is found unfit on any account / if he/she is found guilty of any insubordination/misconduct, his / her services can be terminated immediately without any notice. The selected candidate can not be entitled to any claim/right for continuing in assignment or regular appointment to this assignment/post or any other post in IIP.
11. IIP shall not be responsible for any loss, accident, damage, or injury suffered by the candidates whatsoever arising in or out of the execution of his / her work including travel.
12. Fulfilment of educational qualifications and experience does not necessarily entitle any applicant to be called for further process of recruitment.

13. IIP reserves the right to fill the post advertised or otherwise. No correspondence will be entertained for postal delays, conduct & result of interview and reasons for not being called for interview etc.

14. Only shortlisted candidates shall be informed by email to appear for the interview.
15. IIP reserves right on selection or discontinuation of the service of selected candidate and no further communication shall be considered thereafter
16. Candidate cannot claim any right of employment in the Institute during or after the discontinuation of the contract
17. Candidates are required to submit all relevant documents, along with application. Application without relevant annexures shall be treated as disqualified

Sd/-
Dr. Babu Rao Guduri
HOD: T & E and Laboratory Department.

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