



भारतीय पैकेजिंग संस्थान
Indian Institute of Packaging

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

DO/IIP/Recruitment Rules/2024-25

11.03.2025

Revision of Recruitment Rules 2025 for Indian Institute of Packaging for 22 cadres

As per approval from Ministry of Commerce and Industry, Government of India vide letter no. 14(24)/2009-TP DoC dated. 05th March, 2025, the revision of recruitment rules of 22 cadres for Indian Institute of Packaging is duly notified as per Clause 3(XXIX) of the Memorandum of Association of IIP and published herewith as per Annexure-A

R.K. Mishra
11.03.2025
(R.K. MISHRA)
DIRECTOR

Enclosure:

- Annexure A: Revision of Recruitment Rules for 22 cadres (pg. 1-48)

**FINAL REVISED RECRUITMENT RULES FOR DIFFERENT POSTS IN
INDIAN INSTITUTE OF PACKAGING ON 05.03.2025**

		Revised RRs by DoC
1.	Name of Post	Additional Director/Professor
2.	Number of Post	3* (2025) *Subject to variation dependent 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	Below 50 years (Age relax able by 5 years in the case of SC/ST category and 3 years in the case of OBC category). And Relaxable for departmental candidates as per the instructions issued by the Central Government. 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	Essential: (i) Possessing Ph.D. in Packaging or Applied Science in Packaging or Technology subject from a recognised University or its equivalent, with 12 years Teaching/testing/research experience in areas relating to Packaging, Or; (ii) Possessing Master's Degree in Technology or Science or Applied Science in Packaging subject, with 15 years Teaching/testing/research experience relating to Packaging. Desirable: (1) 5 years administrative experience in responsible position in Central/State/U.T. Government /PSUs/Autonomous Bodies/Universities. (2) Published research paper in Packaging and associated areas in a reputed organisation. Note 1: Teaching/testing/research experience in respect of Packaging at International or

		<p>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 /PSU/ Autonomous Bodies/ Universities shall ordinarily not exceed 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: same as given for Direct Recruitment</p>
9.	Period of Probation, if any.	<p>One year.</p> <p>Note: 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>(i) 50% by Direct Recruitment, And;</p> <p>(ii) 50% by promotion, failing which by Deputation/Short Term Contract.</p> <p>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 as per Col. 11.</p>
11.	In case of recruitment by	Promotion: Joint Director (Technical) with 2

Promotion/deputation/
absorption grades from which
promotion/deputation/absorption
was made

years regular service in the grade shall be
eligible.

Deputation/Short Term Contract:

Officers working in Central/State/Union
Territories Government/Autonomous Bodies/
PSUs/Universities:

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:

Essential: (i) Possessing Ph.D. in Packaging or
Applied science in Packaging or Technology
subject from a recognised University or its
equivalent, with 12 years
Teaching/testing/research experience in areas
relating to Packaging,

Or;

(ii) Possessing Master's Degree in Technology
or Science or Applied Science in Packaging
subject, with 15 years
Teaching/testing/research experience relating
to Packaging.

Desirable: (1) 5 years administrative
experience in responsible position in
Central/State/U.T. Government
/PSUs/Autonomous Bodies/Universities.

(2) Published research paper in Packaging and
associated areas in a reputed organisation.

Note 1: Teaching/testing/research experience
in respect of Packaging at International or
National level shall only count.

(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 /PSU/
Autonomous Bodies/ 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>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>
12.	If a Departmental Promotion Committee exists. What is its composition	<ol style="list-style-type: none"> 1. Any of the members of Governing Body nominated by the Chairman IIP - Chairman 2. IIP Governing Body to nominate two members -(Member) 3. Director IIP- (Member) 4. IIP Governing Body to nominate members (not exceeding 4 in numbers, as per reservation policy) from a reputed Management / Technical Institute or reputed University located in Mumbai - (Member)
13.	Circumstances in which Union Public Commission to be consulted in making recruitment	Not Applicable


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 Director IIP

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		Revised RRs by DoC
1.	Name of Post	Joint Director/Associate Professor
2.	Number of Post	7 * (2025) *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	Not exceeding 50 years. (Relaxable for Scheduled Castes/Scheduled Tribes by 5 years and Other Backward Classes with 3 years). And; Relaxable for departmental candidates as per the instructions issued by the Central Government. 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	Essential: (i) Possessing Ph.D. in Packaging or Applied science in Packaging or Technology subject from a recognised University or its equivalent, with 10years Teaching/testing/research experience in areas relating to Packaging, Or; (ii) Possessing Master's Degree in Technology or Science or Applied Science in Packaging subject, with 12 years Teaching/testing/research experience relating to Packaging. Desirable: (1) 5 years administrative experience in responsible position in Central/State/U.T. Government /PSUs/Autonomous Bodies/Universities. (2) Published research paper in


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Packaging and associated areas in a reputed organisation.

Note 1: Teaching/testing/research experience in respect of Packaging at International or National level shall only count.

(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 /PSU/ Autonomous Bodies/ 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.)

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.

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.

Note 4: The final approved list of candidates shall be placed on website.

8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: No Educational Qualification: same as given for Direct Recruitment
9	Period of Probation, if any.	One year. Note: 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	(i) 50% by Direct Recruitment, and;

	percentage of vacancies to be filled by various methods.	(ii) 50% by promotion, failing which by Deputation/Short Term Contract. 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 as per Col. 11.
11.	In case of recruitment by Promotion/deputation/ absorption grades from which promotion/deputation/absorption was made	Promotion: Deputy Director (Technical) with 10 years regular service in the grade shall be eligible. Deputation/Short Term Contract: Officers working in Central/State/Union Territories Government/ PSUs/Autonomous Bodies/ /Universities: A. (i) Holding analogous post on regular basis; or (ii) Holding posts in Level 12 with 5 years regular service; And; (B) possessing qualifications prescribed under Column 7.
12.	If a Departmental Promotion Committee exists. What is its composition	<ol style="list-style-type: none"> Any of the members of the Governing Body nominated by the Chairman IIP – Chairman One Professor to be nominated by IIP Governing body - (Member) Director IIP- (Member) IIP Governing Body to nominate members (not exceeding 4 in number, as per reservation policy) from a reputed Management / Technical Institute or reputed University located in Mumbai - (Member)
13.	Circumstances in which Union Public Commission to be consulted in making recruitment	Not Applicable

		Revised RRs by DoC
1.	Name of Post	Chief Finance Officer (CFO)

2.	Number of Post	1* (2025) *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	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.	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/ PSUs /Autonomous Bodies/ Universities:</p> <p>(A) (i) Holding analogous post on regular basis; or</p> <p>(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;</p> <p>(ii) Possessing 5 years' experience in areas of Finance, Accounts, Purchase, Contracts, Budget, Audit and related areas under any organisation of the Central/State/UT Govt/ PSUs /Autonomous Bodies/ Universities:</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/or State/U.T. Government / PSUs/ Autonomous Bodies or Universities shall ordinarily not exceed 3 years.</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.)
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


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 Director IIP

		Revised RRs by DoC
1.	Name of Post	Deputy Director (Technical)/ Assistant Professor
2.	Number of Post	12* (2025) *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	<p>Not exceeding 40 years. (Relaxable for Scheduled Castes/Scheduled Tribes by 5 years and Other Backward Classes with 3 years). And; relaxable for departmental candidates as per the instructions issued by Central Government.</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 & Nicobar Islands or Lakshadweep.)</p>
7.	Educational and Other Qualifications required for Direct Recruits	<p>Essential: (i) Possessing Ph.D. in Packaging or Applied Science in Packaging or Technology or Science subject from a recognised University, with 8 years Teaching/testing/research experience in areas relating to Packaging, Or; (ii) Possessing Master's Degree in Packaging or Applied Science in Packaging or Technology or Science subject from a recognised University, with 10 years Teaching/testing/research experience in areas relating to Packaging, Or; (iii) Possessing Degree in Technology or</p>

		<p>Science or Applied Science in Packaging subject, with 12 years' Experience relating to Packaging or Science areas,</p> <p>(B) Possessing Diploma/Certificate in Packaging or Scientific areas (with atleast one year's duration) from a recognised Institute, with 8 years' Experience relating to Packaging or Science areas,</p> <p>Note: Teaching/testing/research experience in respect of Packaging or allied Industry and associated area at International or National level shall only count.</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: same as given for Direct Recruitment</p>
9.	Period of Probation, if any.	<p>One year.</p> <p>Note: 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>i. 50% by Direct Recruitment, and;</p> <p>ii. 50 % 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 duration of one year or more to be filled on deputation/short-term contract basis from officers of Central/State/Union Territories Government/ PSUs/ Autonomous Bodies/ Universities:</p> <p>(i) Holding analogous posts on regular basis;</p> <p>Or</p> <p>(ii) with 5 years regular service in Level 11,</p> <p>and possessing;</p> <p>Educational Qualification prescribed for direct recruits under Column 7.</p> <p>Note 2: All candidates being selected to the posts shall pass presentation skills as per Notes under Column 11 before selection/appointment.</p>
11.	In case of recruitment by Promotion/deputation/	Promotion:

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	absorption grades from which promotion/deputation/absorption was made	<p>Assistant Director (Technical) with 5 years regular service in the grade shall be eligible.</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 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"> 1. Any of the members of Governing Body nominated by the Chairman IIP - Chairman 2. Professor (Additional Director) or Joint Director to be nominated by Director IIP - (Member) 3. IIP Governing Body to nominate members (not exceeding 4 in number, as per reservation policy) from a reputed Management / Technical Institute or reputed University located in Mumbai -(Member)
13.	Circumstances in which Union Public Commission to be consulted in making recruitment	Not Applicable



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Director IIP

		Revised RRs by DoC
1.	Name of Post	Assistant Director (Technical) / Lecturer
2.	Number of Post	13* (2025) *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). And; Relaxable for Departmental candidates as per instructions issued by the Central Government. 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	Essential: (A)(i) Possessing Ph.D. in Packaging or Applied Science or Technology subjects from a recognised University or its equivalent with 3 years' Teaching experience in areas relating to Packaging or Science. Or; (ii) Possessing Master's Degree in Technology or Science or Applied Science in Packaging subject, with 5 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 7 years Teaching Experience relating to Packaging or Science areas, (B) Possessing Diploma/ Certificate in Packaging or Scientific areas (with at least

		<p>three months duration) from a recognised Institute, with 8 years Teaching Experience relating to Packaging or Science areas.</p> <p>Note: 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	<p>Age: No</p> <p>Educational Qualification: same as given for Direct Recruitment</p>
9.	Period of Probation, if any.	<p>Two years.</p> <p>Note: 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>i. 50% by Direct Recruitment, and</p> <p>ii. 50 % 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 duration of one year or more be filled on deputation/short-term contract basis from officers of Central/State/Union Territories Government/PSUs/Autonomous Bodies/Universities:</p> <p>(a) Holding analogous posts on regular basis;</p> <p>Or</p> <p>(b) with 2 years regular service in Level 9;</p> <p>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 as per Notes under Column 11 before selection/appointment.</p>
11.	In case of recruitment by Promotion/deputation/absorption grades from which promotion/deputation/absorption was made	<p>Promotion:</p> <p>(i) Technical Officer with 5 years of regular service in the grade, Failing which;</p> <p>(ii) Technical Officer with minimum 3 years' regular service, having combined regular service of 10 years in the grades of Technical Officer and Technical Assistant.</p> <p>Note 1: The candidate eligible for consideration for appointment by any</p>

		<p>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 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"> 1. Any of the members of Governing Body nominated by the Chairman IIP - Chairman 2. Professor (Additional Director) or Joint Director to be nominated by Director IIP - (Member) 3. IIP Governing Body to nominate members (not exceeding 4 in number, as per reservation policy) from a reputed Management / Technical Institute or reputed University located in Mumbai- (Member)
13.	Circumstances in which Union Public Commission to be consulted in making recruitment	Not Applicable



R. K. Mishra
Director IIP

		Revised RRs by DoC
1.	Name of Post	Technical Officer
2.	Number of Post	8* (2025) *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). And; Relaxable for departmental candidates as per the instructions issued by Central Government. 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	Essential: Possessing Degree in Technology or Science or Applied Science in Packaging subject with 5 years' Experience relating to Packaging or Science areas. Desirable: i. Possessing Master's Degree in Technology or Science or Applied Science in Packaging subject with 3 years' Experience relating to Packaging or Science areas. ii. Possessing Diploma/Certificate in Packaging or Scientific areas (with atleast three months duration) from a recognised Institute.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: No Educational Qualification: same as given for Direct Recruitment



9.	Period of Probation, if any.	Two years. Note: 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 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 to be filled on deputation/short-term contract basis from officers of Central/State/Union Territories Government/ PSUs/ Autonomous Bodies. (a) Holding analogous posts on regular basis; or (b) with 5 years regular service in Level 6; and possessing Educational Qualification prescribed for direct recruits under Column 7. Note 2: All candidates being selected to the posts shall pass presentation skills before they are recommended for appointment
11.	In case of recruitment by Promotion/deputation/ absorption grades from which promotion/deputation/absorption was made	Promotion: Technical Assistant with 5 years regular service shall be eligible. 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 requirements of the post in the order of their merit. 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. Note 3: The final approved list of candidates shall be placed on website.
12.	If a Departmental Promotion Committee exists. What is its composition	1. Any of the members of Governing Body nominated by the Chairman

		<p>IIP - Chairman</p> <p>2. Professor (Additional Director) or Joint Director to be nominated by Director IIP - (Member)</p> <p>3. IIP Governing Body to nominate members (not exceeding 4 in number, as per reservation policy) from a reputed Management / Technical Institute or reputed University located in Mumbai - (Member)</p>
13.	Circumstances in which Union Public Commission to be consulted in making recruitment	Not Applicable



R. K. Mishra
Director IIP

		Revised RRs by DoC
1.	Name of Post	Technical Assistant
2.	Number of Post	18*(2025) *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 Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep.)
7.	Educational and Other Qualifications required for Direct Recruits	Essential: (A) Possessing Degree in Technology or Science or Applied Science in Packaging from a recognised University. (B) Possessing Diploma/Certificate in Packaging or Scientific areas (with atleast three months duration) from a recognised Institute. Desirable: 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. Note: 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 to be filled on deputation/short-term

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Director IIP

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		<p>contract basis from officers of Central/State/Union Territories Government/PSUs/Autonomous Bodies/Universities.</p> <p>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.</p>
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	<ol style="list-style-type: none"> 1. Any of the members of Governing Body nominated by the Chairman IIP - Chairman 2. Professor (Additional Director) or Joint Director to be nominated by Director IIP -(Member) 3. IIP Governing Body to nominate members (not exceeding 4 in number, as per reservation policy) from a reputed Management / Technical Institute or reputed University located in Mumbai - (Member)
13.	Circumstances in which Union Public Commission to be consulted in making recruitment	Not Applicable



R. K. Mishra
Director IIP

		Revised RRs by DoC
1.	Name of Post	Deputy Director (Administration)
2.	Number of Post	1*(2025) *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). And; Relaxable for departmental candidates as per the instructions issued by Central Government. 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	(A) Possessing Master's Degree in Management / Commerce/ Arts/ Science or PG Diploma in Management/ Law/ HR (two years duration) from a reputed University or organisation, And; (B) Possessing 10years' experience in areas of establishment, administration, vigilance, legal matters under any organisation of the Central/State/UT Govt/PSUs/Autonomous Bodies.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: No Educational Qualification: same as given for Direct Recruitment
9.	Period of Probation, if any.	In case of Direct Recruitment: Two years In case of Promotion: Not applicable Note: 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 promotion, failing which by

	by Direct recruitment or by Promotion or by Deputation/absorption and percentage of vacancies to be filled by various methods.	Deputation/ Short-term contract, failing both by Direct Recruitment.
11.	In case of recruitment by Promotion/deputation/ absorption grades from which promotion/deputation/absorption was made	<p>Promotion: Assistant Director (Administration) with 5 years regular service shall be eligible.</p> <p>Deputation/short-term-contract: Officers working in Central/State/Union Territories Government/PSUs/Autonomous Bodies/ 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/ Science or PG Diploma in Management/ Law/ HR (two years duration) from a reputed University or organisation; and (C) Possessing 10 years' experience in areas of establishment, administration, vigilance, legal matters under any organisation of the Central/State/UT Govt/PSU/Autonomous Bodies. (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"> Any of the members of Governing Body nominated by the Chairman IIP - Chairman Professor (Additional Director) or Joint Director to be nominated by Director IIP - (Member) IIP Governing Body to nominate members expert in the field of administration, establishment, HR, Vigilance and Legal (not exceeding 4 in number, as per reservation

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R. K. Mishra
Director IIP

		policy) from a reputed Management / Technical Institute or reputed University located in Mumbai - (Member)
13.	Circumstances in which Union Public Commission to be consulted in making recruitment	Not Applicable



R. K. Mishra
Director IIP

		Revised RRs by DoC
1.	Name of Post	Assistant Director (Administration)
2.	Number of Post	3*(2025) *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). And; Relaxable for departmental candidates as per instructions issued by Central Government. 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	(A) Possessing Master's Degree in Management / Commerce/ Arts/ Science or PG Diploma in Management/ Law/ HR (two years duration) from a reputed University or organisation, and; (B) Possessing 3 years' experience in areas of establishment, administration, vigilance, legal matters under any organisation of the Central/State/UT Govt/PSU/Autonomous Bodies.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: No Educational Qualification: same as given for Direct Recruitment
9.	Period of Probation, if any.	In case of Direct Recruitment: Two years In case of Promotion: Not applicable Note: 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 Promotion, failing which by Direct

	<p>by Direct recruitment or by Promotion or by Deputation/absorption and percentage of vacancies to be filled by various methods.</p>	<p>Recruitment failing both by Deputation/ Short term contract. 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: (A) (i) Holding analogous post on regular basis; or (ii) Holding posts in Level 8 with 4 years regular service; or (iii) Holding posts in Level 7 with 5 years regular service; And; (B) Possessing the Educational Qualification and experience as under Column 7. (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 PSUs 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.	<p>In case of recruitment by Promotion/deputation/ absorption grades from which promotion/deputation/absorption was made</p>	<p>Promotion: Section Officer with 5 years regular service shall be eligible.</p> <p>Deputation/short-term-contract: Officers working in Central/State/Union Territories Government/PSUs/Autonomous Bodies: (A)(i) Holding analogous post on regular basis, Or; (ii) Holding posts in Level 9 with 2 years, Or; (iii) Holding posts in Level 8 with 4 years regular service, And possessing; (B) Degree from a recognised University or its equivalent qualifications, And; (C) Possessing 8 years' experience in areas of establishment, administration, vigilance, legal matters under any organisation of the Central/State/UT Govt/PSUs/Autonomous Bodies.</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 PSUs 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"> 1. Any of the members of Governing Body nominated by the Chairman IIP - Chairman 2. Professor (Additional Director) or Joint Director to be nominated by Director IIP - (Member) 3. IIP Governing Body to nominate members expert in the field of administration, establishment, HR, Vigilance and Legal (not exceeding 4 in number, as per reservation policy) from a reputed Management / Technical Institute or reputed University located in Mumbai - (Member)
13.	Circumstances in which Union Public Commission to be consulted in making recruitment	Not Applicable



R. K. Mishra
Director IIP

		Revised RRs by DoC
1.	Name of Post	Section Officer
2.	Number of Post	3*(2025) *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 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
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, and; (ii) 50 % by Departmental Examination
11.	In case of recruitment by Promotion/deputation/ absorption grades from which promotion/deputation/absorption was made	Promotion: Senior Assistants with 5 years regular service. Departmental Examination: Both Senior Assistants and Senior Stenographers with 5 years of regular service, and possessing a Degree from recognised university, are eligible. Note: The syllabus for Departmental Exam shall be notified.
12.	If a Departmental Promotion Committee exists. What is its composition	<ol style="list-style-type: none"> Any of the members of Governing Body nominated by the Chairman IIP - Chairman Professor (Additional Director) or Joint Director to be nominated by Director IIP - (Member) IIP Governing Body to nominate members expert in the field of administration, establishment, HR, Vigilance and Legal (not exceeding 4 in number, as per reservation policy) from a reputed Management / Technical Institute or reputed University located in Mumbai - (Member)
13.	Circumstances in which Union Public Commission to be consulted in	Not Applicable

making recruitment



R. K. Mishra
Director IIP

		Revised RRs by DoC
1.	Name of Post	Senior Assistant
2.	Number of Post	4*(2025) *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	<p>Not exceeding 30 years. (Relaxable for Scheduled Castes/Scheduled Tribes by 5 years and Other Backward Classes with 3 years). And; Relaxable in case of Departmental candidates as per the instructions given by the Central Government.</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 & Nicobar Islands or Lakshadweep.)</p>
7.	Educational and Other Qualifications required for Direct Recruits	<p>Essential: (a) Degree from a recognised University or its equivalent qualifications, And; (b) Possessing 2 years' experience in a Government/Private sector organisation at supervisory level dealing in areas of Administration/ Establishment/ Vigilance/ Finance/ Legal matters.</p> <p>Desirable: (i) Post Graduation or Master's Degree in Science/Commerce/Arts/Management/HR/Law/ Public Administration (duration of at least two years) from a reputed Institute/University. (ii) Certificate (not less than three-month duration) in Computer Operation from a reputed Organisation.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<p>Age: No Educational Qualification: same as given for Direct Recruitment</p>
9.	Period of Probation, if any.	<p>Two years. Note: Mandatory induction training of not less than 2 weeks period before completion of probation period to be successfully</p>

		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	Promotion: Junior Assistant with 10 years regular service shall be eligible.
12	If a Departmental Promotion Committee exists. What is its composition	<ol style="list-style-type: none"> 1. Any of the members of Governing Body nominated by the Chairman IIP - Chairman 2. Professor (Additional Director) or Joint Director to be nominated by Director IIP - (Member) 3. IIP Governing Body to nominate members expert in the field of administration, establishment, HR, Vigilance and Legal (not exceeding 4 in number, as per reservation policy) from a reputed Management / Technical Institute or reputed University located in Mumbai - (Member)
13	Circumstances in which Union Public Commission to be consulted in making recruitment	Not Applicable


R. K. Mishra
 Director IIP

		Revised RRs by DoC
1.	Name of Post	Junior Assistant
2.	Number of Post	9*(2025) *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) And; Relaxable in case of Departmental Candidates as per Central Government orders. 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	Essential: (a) Degree from a recognised University or its equivalent qualifications. (b) Passing test conducted by IIP 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). Desirable: 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	Age: No Educational Qualification: same as given for Direct Recruitment
9.	Period of Probation, if any.	Two years. Note: 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 ii. 50 % by Direct Recruitment
11.	In case of recruitment by Promotion/deputation/ absorption grades from which promotion/deputation/absorption was made	Promotion: Clerk with 8 years regular service.
12.	If a Departmental Promotion Committee exists. What is its composition	1. Any of the members of Governing Body nominated by the Chairman IIP - Chairman 2. Professor (Additional Director) or Joint Director to be nominated by Director IIP - (Member) 3. IIP Governing Body to nominate members expert in the field of administration, establishment, HR, Vigilance and Legal (not exceeding 4 in number, as per reservation policy) from a reputed Management / Technical Institute or reputed University located in Mumbai - (Member)
13.	Circumstances in which Union Public Commission to be consulted in making recruitment	Not Applicable



R. K. Mishra
Director IIP

		Revised RRs by DoC
1.	Name of Post	Clerk
2.	Number of Post	6*(2025) *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	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). And; Relaxable in case of Departmental Candidates as per Central Government orders. 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	Essential: (a) Degree from a recognised University or its equivalent qualifications. (b) Passing test conducted by IIP 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. Note: 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	<ol style="list-style-type: none"> 1. Any of the members of Governing Body nominated by the Chairman IIP - Chairman 2. Professor (Additional Director) or Joint Director to be nominated by Director IIP - (Member) 3. IIP Governing Body to nominate members expert in the field of administration, establishment, HR, Vigilance and Legal (not exceeding 4 in number, as per reservation policy) from a reputed Management / Technical Institute or reputed University located in Mumbai - (Member)
13.	Circumstances in which Union Public Commission to be consulted in making recruitment	Not Applicable

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R. K. Mishra
Director IIP

		Revised RRs by DoC
1.	Name of Post	Assistant Director (Library)
2.	Number of Post	1*(2025) *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 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/Autonomous Bodies/PSUs/Universities.</p> <p>A. (i) Holding analogous post on regular basis; or</p> <p>(ii) Holding posts in Level 9 with 2 years regular service,</p> <p>And possessing;</p> <p>(B) Post Graduation Degree in Library Science/ Information Science/Documentation Science, or its equivalent qualification from a recognised University or Institute.</p> <p>And;</p> <p>(C) 3 years' experience in a technical Library of the Central/State/UT Government/PSUs/Autonomous Bodies/ University.</p> <p>Note: 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 Government or PSUs or Universities shall ordinarily not exceed 3 years. The maximum age limit for</p>

		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	Not Applicable
13.	Circumstances in which Union Public Commission to be consulted in making recruitment	Not Applicable



R. K. Mishra
Director IIP

		Revised RRs by DoC
1.	Name of Post	Staff Car Driver
2.	Number of Post	2*(2025) *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	Non-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 promotes	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 Absorption
11.	In case of recruitment by Promotion/deputation/ absorption grades from which promotion/deputation/absorption was made	<p>Absorption: (A) From Officers working in Central/State/Union Territories Government/PSU's/Autonomous Bodies, (i) Holding analogous post on regular basis; or (ii) Holding posts in Level 1 with 3 years regular service;</p> <p>(B) Holding a valid licence to drive LMV;</p> <p>(C) Knowledge of basic motor vehicles and parts and its repair in emergency situation;</p> <p>(D) Update of Log Book and regular service and PUC Certificate and insurance etc. in respect of vehicle.</p> <p>Note: Test shall be conducted and assessed by the committee for driving a vehicle properly.</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



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Director IIP

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		Revised RRs by DoC
1.	Name of Post	Electrician
2.	Number of Post	1*(2025) *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	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). And; Relaxable in case of Departmental Candidates as per instructions given by Central Government. 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	Essential: (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) Ability to read, write and speak Hindi, English. Note: Skill Test shall be conducted by the Committee constituted by the Competent Authority in IIP.
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. Note: 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	By Absorption, failing which by Direct Recruitment

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Director IIP

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	or by Deputation/absorption and percentage of vacancies to be filled by various methods.	
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/PSU's/Autonomous Bodies (i) Holding analogous post on regular basis; or (ii) Holding posts in Level 1 with 3 years regular service and possessing EQ and experience prescribed under Col. 7.
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



R. K. Mishra
Director IIP

		Revised RRs by DoC
1.	Name of Post	Watch and Ward Assistant
2.	Number of Post	1*(2025) *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	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). And; Relaxable in case of Departmental Candidates as per the Central Government orders. 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	Essential: (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. Note: Test shall be conducted by the Committee constituted by the Competent Authority in IIP.
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. Note: 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	By re-employment, failing which by Direct Recruitment

	or by Deputation/absorption and percentage of vacancies to be filled by various methods.	
11.	In case of recruitment by Promotion/deputation/ absorption grades from which promotion/deputation/absorption was made	Re-employment of personnel from Army/Navy/Air Force/Para-military/Police Forces(only who had retired from service). Note: The official shall be re-employed till the age of superannuation.
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

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R. K. Mishra
Director IIP

		Revised RRs by DoC
1.	Name of Post	Telephone Operator
2.	Number of Post	1*(2024) *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	Non-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.	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.	No fresh recruitment will be made in future as being dying cadre.
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

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Director IIP

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		Revised RRs by DoC
1.	Name of Post	Senior Stenographer
2.	Number of Post	4*(2025) *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.	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
11.	In case of recruitment by Promotion/deputation/ absorption grades from which promotion/deputation/absorption was made	Promotion: Junior Stenographer with 10 years regular service in the grade.
12.	If a Departmental Promotion Committee exists. What is its composition	<ol style="list-style-type: none"> Any of the members of Governing Body nominated by the Chairman IIP - Chairman Professor (Additional Director) or Joint Director to be nominated by Director IIP - (Member) IIP Governing Body to nominate members expert in the field of administration, establishment, HR, Vigilance and Legal (not exceeding 4 in number, as per reservation policy) from a reputed Management / Technical Institute or reputed University located in Mumbai - (Member)
13.	Circumstances in which Union Public Commission to be consulted in making recruitment	Not Applicable



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Director IIP

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		Revised RRs by DoC
1.	Name of Post	Junior Stenographer
2.	Number of Post	2*(2025) *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 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.	No fresh recruitment will be made in future as being dying cadre, all incumbents shall be 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.



R. K. Mishra
Director IIP

		Revised RRs by DoC
1.	Name of Post	Assistant Director (Information Technology)
2.	Number of Post	1*(2025) *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 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>(A) Officers working in Central/State/Union Territories Government/PSU's/Autonomous Bodies:</p> <p>(i) Holding analogous post on regular basis; or</p> <p>(ii) Holding posts in Level 9 with 2 years regular service; or</p> <p>(iii) Holding posts in Level 8 with 4 years regular service; and possessing</p> <p>(B) (i) Bachelor's Degree in Science / Technology in Computer Science / Computer Application / Information Technology from a recognised University/institute, with 5 years' experience in Information Technology, or;</p> <p>(ii) Masters' Degree in Science / Technology in Computer Application / Computer Science / Information Technology from a recognised University/institute, with 2 years' experience in Information Technology.</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</p>

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R. K. Mishra
Director IIP

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		Central/State/UT Government or PSUs 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	Not applicable
13.	Circumstances in which Union Public Commission to be consulted in making recruitment	Not Applicable

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R. K. Mishra
Director IIP

		Revised RRs by DoC
1.	Name of Post	Section Officer (Hindi)
2.	Number of Post	1*(2025) *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	Non-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.	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>(A) Officers working in Central/State/Union Territories Government/PSU's/Autonomous Bodies:</p> <p>(B)(i) Holding analogous post on regular basis; or</p> <p>(ii) Holding posts in Level 6 with 5 years regular service; and possessing</p> <p>(C) (i) Master's Degree of a recognised university in Hindi with English as a subject at the Degree level or Master's Degree in English with Hindi as a subject at Degree level, and;</p> <p>(ii) Certificate in Translation from English to Hindi and vice-versa from a recognised University/institute, and;</p> <p>(iii) 2 years' experience in translation work in an office environment.</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/ PSU/Autonomous Bodies/Universities shall ordinarily not exceed 3 years. The maximum age limit for appointment on</p>

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Director IIP

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		exceeding 56 years on the closing date of receipt of applications.)
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

R. K. Mishra
Director IIP