



भारतीय पैकेजिंग संस्थान
Indian Institute of Packaging

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

Admin Dept.
Reg. No. subward/
no. 28
Date. 14/10/2021

Corrigendum: Date: 13/10/2021 (Revised Advertisement)

Tender Notice No: IIP/HO/Mumbai/Admin/Recruit/12/2021-22

Date: 05/10/2021

Engagement of temporary and contractual staff at IIP - Adjunct Professor, Assistant Professor and Young Professional at IIP

Indian Institute of Packaging is an autonomous body under Ministry of Commerce & Industry, Government of India for promotion of packaging standards and exports in the country since 1966. The Institute has its headquarters at Mumbai and regional offices at Delhi, Chennai, Kolkata, Hyderabad & Ahmedabad. Applications are invited from eligible candidates for engagement of staff at IIP purely on temporary and contractual basis as per the details given below.

* Staff engagement is purely temporary and on contractual basis. Number of temporary vacancies are indicative and may increase or decrease as per requirement of the Institute.

Last date of application submission date is 1st November, 2021

Sr. No.	Name of Post	Eligibility/Qualifications	Desired Experience	Fix Remuneration Per Month	No. of Vacancies
1	Adjunct Professor	A person of eminence with PhD. Retired Professor with similar qualifications	Minimum Fifteen years' experience in teaching & research in Packaging only	Rs. 80000/-	Two (IIP Delhi - 1 IIP Hyderabad - 1)
2	Assistant Professor	Masters & PhD in Science & Technology & NET qualified	Packaging related subject with two years' experience	Rs. 45000/-	Eight (IIP Mumbai - 2 IIP Delhi - 2 IIP Hyderabad - 2 IIP Kolkata - 1 IIP Chennai - 1)
		Masters & PhD in Science & Technology without NET	Packaging related subject with two years' experience	Rs. 42000/-	
		Post Graduate or Equivalent /M.Phil. with First Class	Packaging related subject with five years' experience	Rs. 38000/-	
3	Young professional	Graduation with three years' experience in similar administrative capacity. Post graduate with one-year experience in Admin matters/ good communication skills in Hindi & English (speaking & writing, letter drafting, business communication, sound computer knowledge of MS Office etc.)		Rs. 35000/-	One (IIP Mumbai - Director Office)

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

Tel: +91-22-2821 9803 / 6751 / 9469, 28391506, 28329623, 28254631, Fax:+91-22-28328178 / 28375302 Email: iip@iip-in.com, Website: www.iip-in.com



Terms & Conditions:

- 1) Eligible candidates who fulfill the essential criteria may submit the application in prescribed proforma in sealed envelope super scribed "Application for engagement of temporary and contractual staff at IIP for the post of _____ (Name of the temporary contractual vacancy applied for to be filled) to reach Asst. Director(GA & IT), Indian Institute of Packaging, Plot E2, Road No. 8, MIDC Area, Andheri (East), Mumbai 400093 on or before 1st Nov. 2021, email:iip@iip-in.com.
- 2) Applications received after stipulated period will not be considered.
- 3) The engagement is purely temporary and on contract basis.
- 4) Selection Procedure: The temporary and contractual engagement is purely on contract basis. Applications received in response to this advertisement will be shortlisted on the basis of qualification and experience of applicants. Shortlisted candidates will be called for interview for selection as per above stated posts.
- 5) Remuneration: A fixed monthly remuneration as per above stated table shall be paid. The amount of remuneration so fixed shall remain unchanged for the term of 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.
- 6) 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.
- 7) 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 office will issue TDS certificate.
- 8) Office Timing and working hours: Engagement of above posts would be on full time basis. Working hours shall be from 09:30am – 06:00pm including 30 minutes lunch break in between. They will not be able to take any other assignment during the period of contractual engagement.
- 9) 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 or publish or disclose to a third party any part of the data or statistics or information collected for the purpose of assignment without written consent of the office. Candidates will be bound to handover 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.



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- 10) Conflict of Interest: Candidates appointed by the office shall in no case represent or give opinion or advice to other 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 contract.
- 11) 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 work load. 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 for any claim / right for continuing in assignment or regular appointment to this assignment / post or any other post in IIP.
- 12) IIP shall not be responsible for any loss, accident, damage, injury suffered by the candidates whatsoever arising in or out of the execution of his / her work including travel.
- 13) Fulfilment of educational qualifications and experience does not necessarily entitle any applicant to be called for further process of temporary and contractual engagement of staff at IIP.
- 14) 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.
- 15) Only shortlisted candidates shall be informed by email to appear for the interview.
- 16) IIP reserves the right on selection or discontinuation of the service of selected candidate and no further communication shall be considered thereafter.
- 17) Candidate cannot claim any right of permanent employment in the Institute during or after the discontinuation of the contract.
- 18) Candidates are required to submit all relevant documents, certificates, testimonials & annexures along with the application on or before the last date of application submission date which is 1st November, 2021. Application without relevant documents, certificates, testimonials & annexures shall be treated as disqualified.
- 18) Candidates working in government service are required to submit application through proper channel (No objection certificate from the employer) along with APAR copies of last 5 years and undertaking along with application on or before last date of application.
- 19) All relevant documents/testimonials/certificates/NOC should be submitted along with the application on or before the last date of application submission date which is 1st November, 2021.
- 20) I also affirm that I will not indulge in any legality in this matter.

Asst. Director (GA & IT)

Affix recent
photograph

(APPLICATION FORMAT - TECHNICAL)

1	<i>Advertisement No. & Date</i>					
2	<i>Post applied for</i>					
3	<i>Name of the applicant (in BLOCK letters)</i>					
4	<i>Date of Birth (Please provide proof of age)</i>					
4.1	<i>Age on Closing date of Application</i>					
5	<i>Male/Female</i>					
6	<i>Marital Status (Married/Unmarried)</i>					
7	<i>Name of Father/ Husband</i>					
8	<i>Nationality</i>					
9	<i>Address for correspondence (in block letters) with PIN Code</i>					
	<i>Tel No with STD Code</i>					
	<i>Mobile Number if any</i>					
	<i>Email</i>					
	<i>Fax No. with STD Code</i>					
10	<i>Permanent Address with Pin code</i>					
	<i>Tel No. with STD Code</i>					
11	<i>Whether belongs to SC/ST/OBC Please provide Proof</i>					
12	Educational Qualification (Attach attested copies of certificates). Please start from your recent Degree and provide details up to Class X. Please use additional sheets if necessary as annexure.					
	<i>Name of Examination</i>	<i>Branch/ specialization</i>	<i>Class & % of Marks</i>	<i>Year of passing</i>	<i>Name of the Institution</i>	<i>University /Board</i>
13	<i>Details of experience directly relevant to the post applied (attested copies of experience certificate indicating the period of employment to be attached)</i>					
14	<i>Total years of relevant experience</i>					



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	Name of employer with address	Post held	Period from	Period to	Duration (Years & Months)	Scale of Pay/Salary drawn	Reason for leaving
15	Whether you fulfill eligibility Criteria (Yes/No)						
16	Title of Ph. D/M. Sc Thesis						
17	Details of Publications, if any						
17.1	Details of Publications only referred national/international journals (only peer reviewed referred journals with impact factor and citation index)			National		International	
17.2	Details of books published (Title, Year of publications, Name of publisher etc.), if any						
17.3	Details of conferences attended, if any						
17.4	Details of seminars attended, if any						
18	Fellowship, Prizes, Medals and other Honours received, if any (use additional pages if required)						
19	Details of Membership in professional Societies/ Organization/ Institution, if any						
20	Travel or study abroad (use additional pages if required)						
21	Please provide brief write up of highlights of current research and project activity and future research plan relevant to the post you are applying for (not exceeding 150 words (use additional pages if required)						
22	Any other information you would like to present for consideration in support of your candidature						
23	Languages known (please rate your language proficiency as Excellent, Good, Average and Poor)						
	Language	Speak	Read & Write		Speak, Read & Write		
25	If selected the minimum time period required for joining.						
26	List of enclosures			i) ii) iii)			
27	Whether you have applied earlier for any post in the Institute? If so, details may be given						



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Declaration

I hereby declare and affirm that the all information and details given in this application are true and correct and I hold responsibility for the correctness of the information submitted in this application. I also fully understand that if at any stage it is discovered that I have willfully concealed or misrepresented the facts, my candidature may summarily be rejected or contractual employment terminated.

I also declare that I shall abide the decision of the Institute without any condition and dispute. I shall not claim any right of employment during or after the completion of my contract if selected.

Place:

Date:

Signature of the Applicant



ANNEXURE - I

**NO OBJECTION CERTIFICATE FROM EMPLOYER (NOC) TO BE
SUBMITTED ALONG WITH THE APPLICATION
(TO BE GIVEN BY THE HEAD OF ORGANISATION/OFFICE)**

- Certified that Sh./Smt./Ms.joined this organization as(Name of Post) with effect fromand is presently working as(Name of post).
- The entries filled in the application are correct as per office records.
- It is also certified that no disciplinary/ vigilance proceedings are either pending or contemplated against the officer. Integrity of the officer is also certified.
- No major/minor penalty is imposed against the officer during last 10 years.
- The ACR/APAR for the last 5 years is attached.

Place:

Signature of the Head of the
Organization/Office with office seal