



भारतीय पैकेजिंग संस्थान  
Indian Institute of Packaging

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

IIP/HO/Mumbai/Admin/Recruit/01-01/01/2022

Date: 01/01/2022

**Engagement of contractual staff at IIP - Adjunct Professor, Assistant Professor, Young Professional/Consultant, Librarian & Designer.**

Indian Institute of Packaging is an autonomous and apex body working under the Ministry of Commerce & Industry, Govt. of India for promotion of packaging standards and exports in the country since 1966. With its Headquarters and Principal Laboratories in Mumbai and other Regional Offices, activities of the Institute are in line with those of the world's Premiere Packaging Institutes. Applications are invited from eligible candidates for engagement of contractual staff at IIP as given below:

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

Last date of submission is 31<sup>st</sup> January, 2022.

**Asst. Director (General Admin. & IT)**

Sr. No.	Name of Contractual Post	Essential Qualification	Experience	Fixed Consolidated Remuneration Per Month all Inclusive	No. of Contractual Vacancies
1	Adjunct Professor	A person of eminence with Ph. D or Retired Professor with similar qualification and experience. A Master's degree (M. Sc /M. Tech/ MS) in Science/Applied Science/Packaging Technology/Printing Technology/Material Science/Food Technology/Pharmaceutical Science/Polymer Science/Ceramic/Paper Technology/Designing or equivalent with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant /allied subject from an Indian University, or an equivalent degree from an accredited foreign University.	Preference will be given to candidates having experience in packaging and relevant field.	Rs.80000/- (consolidated)	<b>Three</b> (IIP Mumbai – 1, IIP Delhi – 1, IIP Hyderabad - 1)
2	Assistant Professor	A Master's degree (M. Sc /M. Tech/ MS) in Science/Applied Science/Packaging Technology/Printing Technology/Material Science/Food Technology/Pharmaceutical Science/Polymer Science/Ceramic/Paper Technology/Packaging Designing, Post-Harvest technology, Chemical Engineering, Biochemistry, Bioengineering, Dairy Technologist or equivalent with 55% marks from an Indian University, or an	High preference will be given to PhD and NET qualified candidates and to candidates having experience in packaging and relevant field or Master's degree with	Rs.55,000/- for Ph.D. & Rs.45,000/- for Masters (consolidated)	<b>Eight</b> (IIP Mumbai - 2 IIP Delhi - 2 IIP Hyderabad - 2 IIP Kolkata - 1 IIP Chennai - 1)

		equivalent degree from an accredited foreign University.  Desirable: NET/SLET conducted by UGC, CSIR and State Government.	five years' experience in packaging related field.		
3	Young professional/Consultant	Graduation with three years' experience in similar administrative capacity. Post graduate or MBA with two-year experience in admin matters/ good communication skills in Hindi & English (speaking & writing, letter drafting, business communication, sound computer knowledge of MS Office etc.)	Preference will be given to higher experience.	up to Rs.45000/- (Consolidated)	<b>One</b> (IIP Mumbai – Director Office)
4	Librarian	Master's Degree in Library Science/ Information Science/ Documentation with at least 55% marks and consistently good academic record.	Preference will be given to higher experience.	up to Rs.45000/- (Consolidated)	<b>One</b> (IIP Mumbai)
5	Designer	Master's Degree in Design or equivalent with at least 55% marks and consistently good academic record.	Preference will be given to higher experience.	up to Rs.45000/- (Consolidated)	<b>One</b> (IIP Mumbai)

### **Terms & Conditions:**

1. Candidate fulfilling the above eligible criteria are advised to submit online application using google form uploaded on IIP website along with copies of all relevant testimonials/certificates/marksheets/grade cards, details of educational, technical & professional qualification, work experience certificates, research work papers, publications, brief write up supporting the candidature/suitability for the desired contractual vacancy, email addresses and contact numbers of minimum two referees.
2. The engagement is purely contractual and temporary and the candidate will not have any right for absorption or engagement in IIP for any posts or vacancies.
3. 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 vacancies.
4. 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.
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 office will issue TDS certificate.
7. Office Timing and working hours: Engagement of above vacancies 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.
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 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 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 other in any matter which is averse to the interest of the office. No candidate would be permitted to take up any other assignment during the period of contract.
10. Termination of service: The engagement may be terminated by the office without assigning any reasons by giving one month. 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 cannot be entitled for any claim / right for continuing in assignment or regular appointment to this assignment / contractual vacancy or any other post in IIP.

11. 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.
12. Fulfilment of educational qualifications and experience does not necessarily entitle any applicant to be called for further process of contractual engagement of staff.
13. IIP reserves the right to fill the vacancy 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 documents and annexures shall be treated as disqualified.
18. Candidate working in government organization is required to submit his/her application through proper channel along with last five years APAR copies and undertaking.
19. The contractual engagement will be for a period of one-year subject to the condition of satisfactory performance which will be assessed for three months. The contractual engagement can be extended or terminated after three months based on performance and requirement.

**(APPLICATION FORMAT - TECHNICAL)**

1	<i>Advertisement No. &amp; Date</i>						
2	<i>Vacancy 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/ specialisation</i>	<i>Class &amp; % of Marks</i>	<i>Year of passing</i>	<i>Name of the Institution</i>	<i>University /Board</i>	
13	Details of experience directly relevant to the vacancy applied (attested copies of experience certificate indicating the period of employment to be attached)						
14	Total years of relevant experience						
	<i>Name of employer with address</i>	<i>Post held</i>	<i>Period from</i>	<i>Period to</i>	<i>Duration (Years &amp; Months)</i>	<i>Scale of Pay/Salary drawn</i>	<i>Reason for leaving</i>

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, if any referred to national/international journals	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 Honors received, if any (use additional pages if required)		
19	Details of Membership in professional / Organization/ Institution, if any		
20	Travel or study abroad		
21	Please provide brief write up of highlights of current research and project activity and future		
	Research plan relevant to the vacancy you are applying for (not exceeding 150words (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 vacancy in the Institute? If so, details may be given		

**Declaration**

I affirm that the information given in this application is true and correct. 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 employment terminated.

Place:

Date:

Signature of the Applicant

ANNEXURE - I

NO OBJECTION CERTIFICATE (NOC) TO BE GIVEN BY EMPLOYER  
ORGANISATION (HEAD OF ORGANISATION)

CERTIFICATE TO BE SUBMITTED ALONG WITH THE APPLICATION

- Certified that Sh./Smt./Ms. .... Joined this organization as  
..... (Name of contractual vacancy) with effect from  
.....and is presently working as  
..... (Name of contractual vacancy).
- 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 the last 10 years.
- The ACRs/APARs for the last 5 years are attached.

Place:

Date:

Signature of Head of Organization  
/Office with office seal