



भारतीय पैकेजिंग संस्थान  
Indian Institute of Packaging

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

Admin Dept.  
Reg. No. 120  
Date. 06/08/21

**IIP/Mumbai/Advt/10-06/08/2021**

**Date: 6<sup>th</sup> August, 2021**

**Inviting applications for engagement of contractual staff for working on  
GeM – Government eMarketplace**

Indian Institute of Packaging invites applications from candidates having minimum five-year purchase experience on GeM platform – Government eMarketplace in State/Central/Autonomous & PSU organisations. The candidate should be masters in arts/commerce/science stream preferable from Mumbai University. Preference will be given to local candidates.

The candidate should be fluent in English and Hindi language to coordinate with vendors and possess good computer skills. Remuneration will be Rs.35,000/- per month. Eligible candidates may send their applications in sealed envelope to Asst. Director (Gen. Admin. & IT), Indian Institute of Packaging.

Last date of application submission is 20<sup>th</sup> August, 2021.

**Term & Conditions:**

1. The above posts are purely temporary and the candidate will not have any right for absorption in IIP for any posts. Tenure will be initially for a period of one year and may be renewable in every six months based on the satisfactory performance or as per requirement.

2. Candidates fulfilling the above eligible criteria are advised to submit application in prescribed format in sealed envelope along with copies of all relevant testimonials/certificates/marksheets/grade cards, OBC/SC/ST/PH certificates, details of educational, technical & professional qualification. Copies of work experience certificates, brief write up supporting the candidature/suitability for the desired contractual post addressed to Assistant Director (General Admin. & IT), Indian Institute of Packaging, Plot E2, Road No.8, MIDC Area, Andheri (East), Mumbai – 400093 on or before 16<sup>th</sup> August, 2021.

**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**



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3. The contractual appointment may be extended or terminated on the basis of performance, conduct of the appointee, requirement and duration of the sponsored project.
4. No objection certificate from the employer in case he/she is employed elsewhere.
5. No TA/DA will be paid to attend the interview.
6. Based on number of applicants, the selection will be based on a short duration written examination along with or direct personal interview.
7. The decision of Selection Committee will be final and binding in all aspects.
8. Selected candidate will be informed through letter/e-mail. Those who have not selected will not be informed.
9. No separate interview letter will be issued.
10. Communication will only be sent to shortlisted candidates and no other communication in this regard will be entertained.
11. The engagement shall be terminated or discontinued by giving 30-day notice in advance by either party.
13. The selected candidate has to confirm and accept his/her appointment within three days of receipt of appointment letter issued by the manpower agency.
14. The appointed candidate has to join the duty within 15 days from the date of acceptance of offer letter by him/her.

**Afsha Siddiqui**

**Asst. Director (Gen. Admin. & IT)**  
**Indian Institute of Packaging**