



भारतीय पैकेजिंग संस्थान
Indian Institute of Packaging

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

Notice No: IIP/HO/Mumbai/Admin/Recruit/2023

Date: 28-02-2023

Filling up of temporary and contractual basis for various technical and non -technical posts at Indian Institute of Packaging

The 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. The institute is closely linked with all the international organizations concerned with packaging technologies. Applications are invited from eligible candidates for the below given purely temporary and contractual vacancies on contract basis at IIP.

Sr. No.	Name of Post	Eligibility / Desired Qualifications
1	Lecture (Mumbai, Delhi, Kolkata, Chennai, Hyderabad, Bengaluru and Ahmedabad)	<ul style="list-style-type: none">• Possessing Ph.D. in Packaging/Allied from a recognized University or its equivalent with 1 years' Experience in teaching/research/industry related to Packaging. Or• Possessing Master's Degree in Packaging / Allied subjects from a recognized University or its equivalent with 3 years' experience in teaching/research/industry related to Packaging. Or• Possessing Degree in Science/Engineering/Technology with 5 years' experience in Teaching/Research/Industry related to Packaging. And• Possessing Post Graduate Diploma in Packaging from Indian Institute of Packaging.
2	Technical Assistant: (Mumbai, Delhi, Kolkata, Chennai, Hyderabad, Bengaluru and Ahmedabad)	<ul style="list-style-type: none">• Possessing Degree in Science/Engineering/Technology with 1-year experience in Teaching/Research/Industry related to Packaging. Or• Possessing Post Graduate Diploma in Packaging from Indian Institute of Packaging.

3	Clerk (Mumbai, Delhi, Chennai, and Ahmedabad)	<ul style="list-style-type: none"> • Candidate should have graduate or Undergraduate with Computer knowledge and typing
4	Library Assistant: (Mumbai, Delhi)	<ul style="list-style-type: none"> • M.Li.Sc with 1 year experience in technical library of the central/state/UT Government or PSU or Universities or Institutes and Knowledge in Computer <li style="text-align: center;">Or • B.Li.Sc with 3 year experience in technical library of the central/state/UT Government or PSU or Universities or Institutes and Knowledge in Computer
5	Young Professional: (Mumbai)	<ul style="list-style-type: none"> • Diploma/Graduate in relevant subjects with minimum 2 year experience for web/graphic design work, with hands-on 2D and 3D design, graphic design and illustrator and experience in digital media promotional activities etc. Good communication skill in Hindi & English (Speaking & writing, letter drafting), Computer Skill. Etc.
6	Academic Advisor (Mumbai)	<ul style="list-style-type: none"> • Persons of eminence/ Retired faculty in Science/Engineering/Technology with Ph.D from university/institute/industry.
7	Visiting Faculty (Mumbai, Delhi, Kolkata, Chennai, Hyderabad, Bengaluru and Ahmedabad)	<ul style="list-style-type: none"> • Serving/retired in the Packaging & Allied Industry or Government Bodies for a period of 3 years at a time. • Master in Science/Engineering/Technology with Ph.D. <li style="text-align: center;">Or • Master in Science/Engineering/Technology with • 5 years experience in teaching/research/industry. <li style="text-align: center;">Or • Post Graduate Diploma in Packaging with 10 years packaging industry experience.
8	Packaging Designer (Mumbai and Delhi)	<ul style="list-style-type: none"> • B. Design or Diploma in Design from recognized Universities /Institutes

9	Office Attendant (Delhi, Chennai, Bengaluru and Ahmedabad)	<ul style="list-style-type: none"> • Undergraduate
10	Research Associate (Delhi)	<ul style="list-style-type: none"> • Ph.D in Packaging/Allied subjects with 1 year experience
11	Security Guard (Delhi)	<ul style="list-style-type: none"> • Undergraduate with 3 years' experience in Government / private sectors
12	Gardener (Delhi)	<ul style="list-style-type: none"> • Undergraduate with 3 years' experience in Government / private sectors

Terms & Conditions:

Eligible candidates who fulfill the essential criteria may submit the application in prescribed proforma Interested candidate having the above qualifications and experience should only apply online through link given below latest by **15-03-2023**.

- 1) Applications received after stipulated period will not be considered.
- 2) The engagement is purely temporary and on contract basis.
- 3) Selection Procedure: The temporary 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.
- 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 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.
- 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 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.

- 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 adverse 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 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.
- 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 recruitment.
- 13) IIP reserves the right to fill the post advertised or otherwise. No correspondence will be entertained for postal delays, conduct & result of interview and reasons for not being called for interview etc.
- 14) Only shortlisted candidates shall be informed by email to appear for the interview.
- 15) IIP reserves right on selection or discontinuation of the service of selected candidate and no further communication shall be considered thereafter
- 16) Candidate can not claim any right of employment in the Institute during or after the discontinuation of the contract
- 17) Candidates are required to submit all relevant documents, along with application. Application without relevant annexures shall be treated as disqualified