



भारतीय पैकेजिंग संस्थान
Indian Institute of Packaging

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

Celebrating 50 years

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

Tel. 91-22-28219803/9469/6751, Fax 91-22-28328178, www.iip-in.com

ADVERTISEMENT FOR RECRUITMENT
Advertisement No. R/ 01 dated 24th May 2018

Indian Institute of Packaging, an autonomous body under the Ministry of Commerce & Industry, Govt. of India invites applications from the eligible candidates for filling up of the following post at its Head Office at Mumbai, preferably on deputation from government/PSU/Autonomous bodies. For details please visit www.iip-in.com

No.	Name of Post	No. of Vacancies	Scale of Pay	Age Limit
1	Secretary	01 (One) UR-1	Pay Matrix Level 11, Basic:Rs.67700/-	50 yrs

Application in the prescribed format along with the required documents shall be forwarded in a sealed envelope, super scribed with " **Application for the post of Secretary** " to The Dy. Director (Admn & Accts), IIP, E-2, MIDC, Andheri (East), Mumbai-400093. Last date of receipt of application is **20th July 2018**.

(Dr.Bhaskaran.K.M)
Dy. Director (Admn & Accts)

Affix recent
photograph

(APPLICATION FORMAT)

INDIAN INSTITUTE OF PACKAGING, MUMBAI

1	<i>Advertisement No. & Date</i>					
2	<i>Post applied for</i>					
2.1	<i>Vacancy against (SC/ST/OBC/GEN)</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>Contact/Mobile Number if any</i>					
	<i>Email</i>					
10	<i>Permanent Address with Pin 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	Details of experience directly relevant to the post applied (attested copies of experience certificate indicating the period of employment to be attached)						
14	Total years of relevant experience						
	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 the eligibility Criteria (Yes/No)						
16	Details of Membership in professional Societies/ Organization/ Institution, if any						
17	Travel or study abroad (use additional pages if required)						
18	Any other information you would like to present for consideration in support of your candidature						
19	Languages known (please rate your language proficiency as Excellent, Good, Average and Poor)						
	Language	Speak	Read & Write	Speak, Read & Write			
20	Name and address of two persons (not related by blood or marriage) to whom confidential reference could be made who are in a position to report the suitability of the position you are seeking for.						
	1.			2.			
21	Whether willing to accept the minimum initial pay of the scale?						
	If answer to 21 is "No" the lowest pay acceptable to the candidate (Rs.....per month)			Rs.....per month			
22	If selected the minimum time period required for joining.						
23	Any other conditions						
24	List of enclosures			i) ii) iii)			
25	Whether you have applied earlier for any post in the Institute? If so, details may be given						

Declaration

I declared 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



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Name of Post	No. of Vacancies	Scale of Pay	Age Limit	Qualifications / Experience
Secretary	01 (One) UR-1	Pay Matrix Level 11, Basic:Rs.67700/-	50 yrs	Law Graduate having at least 10 years experience of administering /implementing Company Law, HR, Procurement, legal matters etc. Proficiency in computer operations. Desirable: Certificate in Company Secretary's course. Preferably candidates on deputation from Government/PSU/Autonomous bodies.

General Guidelines:

1. Guidelines shall be carefully read before filling up the form.
2. **For deputation** "Officers holding the post of Section Officer or equivalent in central/state Government departments/Government undertakings with 8 years of service (pre-revised pay scale: 9300-34800, GP: 4600/-)/ (pre-revised pay scale: 15600-39100, GP: 5400/-)/ regular Under Secretary or equivalent (pre-revised pay scale-15600-39100, GP: 6600/-) and having experience of handling administration/establishment/financial/legal matters etc are eligible to apply for the post."
3. Applications format is available in the Institute's website
4. Enclose attested copies of credentials/ certificates.
5. Entries shall be made in block letters or typed wherever possible.
6. Separate sheets, if required can be attached to the Application and reference to these attachments shall be indicated at the appropriate places.
7. Application after closing date will not be accepted.
8. Candidates serving in Govt./PSUs/Autonomous Bodies should furnish No Objection Certificate along with the application.
9. Age relaxation will be given as per reservation/government rules.

Application in the prescribed format along with the required documents shall be forwarded in a sealed envelope, super scribed with " **Application for the post of Secretary** " to The Dy. Director (Admn & Accts), IIP, E-2, MIDC, Andheri (East), Mumbai-400093. Last date of receipt of application is **20th July 2018.**

(Dr.Bhaskaran.K.M)
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