Vacancy Circular

With reference to this Department’s Vacancy circular of even number dated 23rd April, 2019 vide which applications were invited from eligible candidates for one post of Director, Indian Institute of Packaging, Mumbai (Pay level 14), it has been decided to extend the last date of receipt of application upto 20.5.2019. Details of the position profile, eligibility, pay level and application details are available at (www.iip-in.com/www.spc.co.in)

(Rajender Singh)
Under Secretary to the Govt. of India
Tel.No.23062261/489

1. All the Chief Secretaries of States/Administrators of UTs.
2. All Ministries/Departments of Govt. of India
3. The Establishment Officer & AS, DoPT with a request to upload the circular on the website of the DoPT
4. NIC, DoC, for uploading the circular on the website of the Deptt. of Commerce.
5. The Director, IIP for uploading the circular on the website of IIP.
   AD(OL), Hindi Section may kindly provide hindi version of this OM immediately.
VACANCY CIRCULAR FOR THE POST OF DIRECTOR IN THE INDIAN INSTITUTE OF PACKAGING, MUMBAI IN PAY LEVEL 14 AS PER 7TH PAY COMMISSION.

Applications are invited from the Indian Nationals for the post of Director in the pay level 14 as per 7th Pay Commission in Indian Institute of Packaging (IIP) Mumbai.

2. The Indian Institute of Packaging (IIP), is a national body which was set up in 1966 by the packaging and allied industries and the Ministry of Commerce, Government of India, with the specific objective of improving the packaging standards in the country. The Institute is an autonomous body working under the administrative control of Department of Commerce, with its headquarters at Mumbai and its centres at Kolkata, Chennai, Delhi, Hyderabad and Ahmadabad.

3. The job description, Education & other qualifications, duties and responsibilities of the Director for the post of Director IIP are at Annexure I. The details of the position profile, eligibility, pay level and application details are also available at (www.iip-in.com/www.spc.co.in)

4. Application, in prescribed format (as at APPENDIX), along with complete bio-data may be filled online at the link www.iip-in.com / www.spc.co.in. The last date of application is 30.4.2019.

Encl: as above.

(Rajender Singh)
Under Secretary to the Govt. of India
Tel.No.23062261/489

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6. AD(OL), Hindi Section may kindly provide hindi version of this OM immediately.
RECRUITMENT FOR SENIOR MANAGEMENT POSITIONS

Applications are invited for filling the following positions at its head office, Mumbai:

<table>
<thead>
<tr>
<th>Post</th>
<th>Pay Level-as 7th CPC</th>
<th>Qualification &amp; Eligibility</th>
</tr>
</thead>
</table>
| Director (1 Post)             | 14                   | - Ph.D in the subject of relevance to packaging with at least 15 years of experience. Or:  
- Master’s degree in Engineering / Science / Applied Science in packaging related subjects with at least 20 years of experience.  
- Prior experience of working with Government and familiarity with Govt. rules and policies preferred. |
| Secretary (1 Post)            | 12                   | Post Graduate / MBA with a Degree in Law from any UGC recognized University with minimum 10 years experience in handling HR/ legal matters in large and reputed organization |
| Chief Finance Officer (CFO)   | 12                   | Qualified Chartered Accountant from the Institute of Chartered Accountants of India or MBA (Finance) from a UGC recognized University with 10 years of experience dealing with Financial, Accounting, Taxation and audit matters. Candidates well versed with financial principles and rules followed in Government or have experience in dealing with Government organizations will be preferred. |

Age: 50 years. Relaxation of 5 years in the case of Departmental candidates, and SC/ST category. 3 years age relaxation in the case of OBC category. Maximum age limit will remain as 56 years for candidates applying on deputation basis and all reserved category at the time of applying. Last Date: 20th May, 2019. For Detailed job profile, candidates may visit website: www.spc.co.in
JOB Description for the post of
Director, Indian Institute of Packaging

About IIP

The Indian Institute of Packaging (IIP) is a national apex body which was set up in 1966 by the packaging and allied industries and the Ministry of Commerce, Government of India, with the specific objective of improving the packaging standards in the country. The Institute is an autonomous body working under the administrative control of the Ministry of Commerce.

The Institute endeavors to improve the standard of packaging needed for the promotion of exports and create infrastructural facilities for overall packaging improvement in India. This is achieved through the Institute's multifarious activities which are today, in line with those of premier packaging institutes the world over. The Institute aims to make India a focal point for contemporary developments in Art, Science, Technology and Engineering, with respect to the field of Packaging.

IIP as the apex body in India for the packaging industry, works in the area of Training and education, Research & Development, industry consultancy and projects and testing and certification.

IIP has its Head Quarter in Mumbai and Centers located at Delhi, Kolkata, Hyderabad and Chennai.

Location of Posting: Mumbai

Compensation: Pay level 14 as per 7th Pay Commission

Age Restrictions:

50 years (relax able by 5 years in the case of SC/ST category and 3 years in the case of OBC category). (Age limit relaxable by 5 years for departmental candidates).

Age limit of 56 years as on the closing date of receipt of applications will apply in the case of appointment on deputation basis.
Education and Other Qualification:

- Ph. D in the subject of relevance to packaging with at least 15 years of experience or
- Master's degree in Engineering or Technology or Science/Applied Science in subjects related to packaging with at least 20 years of experience;
- Experience will be counted in teaching subjects related to Packaging/working in packaging or package user industry/organizations dealing in packaging development, research, standardization etc.

Desirable:
(a) Five years of administrative experience in a responsible Senior Management role in a Government/autonomous organization.

(b) Published research work of high standard

Duties and Responsibilities of the Director

- Director is the Principal Executive Officer of the Institute who would work under the direction of governing body and the Department of Commerce, Ministry of Commerce & Industry, Govt. of India.

Administrative:
- Manage affairs of the Institute like Training, Education, Testing, Certification, Consultancy, R&D, Administrations, Accounts, Legal, PR with the Industries as well as government officials.
- Overall responsibility of good governance, administrative matters, management of manpower both technical and non-technical, personal and establishment matters, union matters of Group – C & D people.
- He / She is also responsible to prepare the perspective plan of the Institute.

Board matters:
- He / She will be the Ex-Officio of Governing Body of the Institute as well as all the sub-committees constituted by the governing body. Additionally, Director will be required to attend the board meetings of commodity boards under the control of Ministry of Commerce & Industry, Govt. of India.
- He / She will be responsible to attend the Annual General Body meeting and also address the members queries.
Academics & Research:

- He / She will be responsible for educational activities of the Institute and it’s upgradation as per the industry need.
- Liaise with the other educational Institutions / Organizations for collaborative R&D activities.
- Function as a Teaching faculty for PGDP and other educational programmes being conducted by the Institute.
- Lead the Consultancy services of the Institute to the industry.
- He / She will be the editor of Bi-Monthly magazine Packaging India. He / She will also be the Editor-in-Chief for the Research Journal of the institute.
- Work with Bureau of Indian Standards for the formulation of National Standards.
- Industry placement of students of the institute.

Industry Networking:

- Networking with the global packaging community and other international professional bodies.
- Maintain cordial relationship with industry bodies, members, and statutory bodies like BIS, FSSAI, NABL, DSIR etc.

Financial Management:

- Facilitate preparation of the Annual budget.
- Facilitative role in fund management, corpus income and income augmentation.
- Maintain all the capital assets of the Institute.

Others:

- Organize National and International Packaging exhibitions, Conferences, Competitions and Award functions etc.
- Function as a First Appellate Authority for all RTI matters.
- Recruitment of employees both technical and non-technical.
- Implementation of governing body’s decision.

Duty Station – Mumbai, Maharashtra

How to Apply

Interested candidate apply online at www.spc.co.in and email relevant testimonials with application ID (Generated after submission of online application) to director-iip@spc.co.in
INDIAN INSTITUTE OF PACKAGING
Email: iiip@spc.co.in (for any queries)
Application Form for Employment

Instructions:

a) Requirements of the post should be carefully read before filling up this form.
b) Entries to be made in block letters or typed where ever possible.
c) Scanned copy of testimonials should be attached and sent with application number to designated email id for the position applied.

APPLICATION FOR THE POST OF DIRECTOR

1. Personal Information

Name

Father’s Name

Date of Birth

Mobile Number

Alternate Number

Email

Present Location / City

Permanent Address

Correspondence Address

Pin

Pin

Marital Status

Gender

Category (if any)

O Married O Unmarried O Other
O Male O Female O Other
O SC O ST O OBC O General

Note: If belonging to a Schedule Caste or a Tribal or Aboriginal Community, give particulars (Scanned copy of a certificate from the District Magistrate should be attached in support of this statement and sent with application number to designated email id for the position applied)

Disability

O Yes O No

Citizenship

2.1 (a) Education Details – Graduation

Bachelor Degree

Specialisation

College or institution

University / Board

Percentage (%)

Year of Joining

Year of Leaving

2.1 (b) Education Details – Post Graduate

Post Graduate Degree

Specialisation

College or institution

University / Board

Percentage (%)

Year of Joining

Year of Leaving

2.2 Examination passed including other qualification acquired (commencing with High School or equivalent)

Secondary School Name

Institution / University / Board

Percentage (%)

Year of Award

Sr. Secondary School Name

Subjects

Institution / University / Board

Percentage (%)

Year of Award

2.3 DETAILS OF RESEARCH WORK, PRACTICAL TRAINING OR APPRENTICESHIP

3 MEMBERSHIP OF PROFESSIONAL AND HONORARY SOCIETIES

Society

Class of Membership

Year Joined

Year Terminated


4 FOREIGN LANGUAGES (OTHER THAN ENGLISH)

Language

5.1. Employment (starting with present employment)

<table>
<thead>
<tr>
<th>Employer</th>
<th>Post</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Scale of pay</th>
<th>Basic Pay</th>
<th>Details of other Emoluments</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Total Emoluments</th>
<th>Nature of Work</th>
<th>Reason for Termination</th>
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<table>
<thead>
<tr>
<th>From Month</th>
<th>From Year</th>
<th>To Month</th>
<th>To Year</th>
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</table>

5.2. Details of foreign travel other than that covered under 2 and 5.1:

<table>
<thead>
<tr>
<th>Country</th>
<th>Dates</th>
<th>Purpose</th>
</tr>
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|         |       |         |

5.3. Publications, if any (research, technical or other original work)

<table>
<thead>
<tr>
<th>Title</th>
<th>Name of Periodical (or Publisher, if Book)</th>
<th>Volume, Pages and Year</th>
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6. CANDIDATE'S OWN CONDITIONS

*6.1 Willing to accept the minimum initial pay of the scale:  ○ Yes  ○ No

*6.3 If selected the minimum period required before joining: 

6.4. Any other condition 

7. REFEREES (Not relatives, preferably persons resident of India):

<table>
<thead>
<tr>
<th>Name</th>
<th>Occupation OR Position</th>
<th>Address/contact details</th>
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</table>

8. DECLARATIONS

8.1. I attach herewith a brief, lucid and logical statement with justifying my competence for the post applied for, stating reasons for desiring change from present employment.

**8.2. I formerly applied for the following posts in the Institute

<table>
<thead>
<tr>
<th>Date</th>
<th>Post</th>
<th>Result</th>
</tr>
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<tr>
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</table>

**8.3. Currently my application for the following posts are pending consideration with the prospective employers indicated.

<table>
<thead>
<tr>
<th>Date of Application</th>
<th>Post</th>
<th>Prospective Employer</th>
<th>Salary Scale</th>
<th>My minimum Demand</th>
</tr>
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</table>

*8.4 a) I am sending this application ○ with / ○ without the knowledge ○ and / ○ or concurrence of my present employer ○ Yes ○ No

b) I am sending my application through official channels, this being the advance/official copy.

9. I hereby declare that the entries and statements made in this Form and in all attachments and enclosures are true to the best of my knowledge and belief.

Date: ___________________________  Signature of the applicant ___________________________

* Strike out non-relevant words and phrases
** If you have not applied for any post write NIL against the item.