

WEBSITE ADVERTISEMENT FOR DIRECT RECRUITMENTS

INDIAN INSTITUTE OF PACKAGING (E-2, MIDC, Andheri East, Mumbai-400093)

Applications are invited for filling up of the following posts in the Indian Institute of Packaging (an autonomous body under the Ministry of Commerce & Industry Govt. of India), both in its Head Office at Mumbai and the Regional Centres at Delhi, Kolkata, Chennai and Hyderabad as also some new Regional Centres being set up in the near future:

S.NO	Name of Post	Total no. of vacancies/ Break up	Scale of Pay	Age limit	Qualifications / Experience
1	Director (Code:Dir/KTA)	One(UR)	Pay Band Rs. 37400 - 67000 (PB – 4) + Grade Pay Rs.10000	50 Years	<p>PhD in the subject of relevance to packaging with atleast 15 years of experience. OR Master's degree in Engineering or Technology or Science / Applied Science in subjects related to packaging with atleast 20 Years of Experience; Experience will be counted in teaching subjects related to Packaging/ working in packaging or package used industry/ Organization dealing in packaging development, research , standardization etc. Candidate must have ability to deal with local and international associations/trade bodies and speak at various seminars on topics related to Packaging at local and international levels.</p> <p><u>Desirable</u> : a) Five years of administrative experience in a responsible position in a Government/ autonomous organization b) Published research work of high standard.</p>
					<p>Job Description:</p> <ul style="list-style-type: none">• Director, IIP is the Principal Executive Officer of the organization, responsible for the execution of proper administration of the affairs of the Institute under the direction and guidance of the Governing body.• He has to make the overall control on all administrative and financial aspects of the head office as well as all the branches.• He is also responsible to keep constant interaction

					<p>with MOC & I for obtaining the policy approval.</p> <ul style="list-style-type: none">• He is also responsible to have good interaction with different ministries of State/central Govt. /R & D Institutes/private bodies for obtaining R & D/ consultancy projects in packaging.• He has to have good command and high level of knowledge in field of packaging in terms of packaging materials, machineries, package design and development.• He is also required to represent all the technical bodies related to packaging under state / Central Govt.• He will be responsible for managerial function, personal matters, Human Resource Development, infrastructural facilities of the Institute.• He has to have good command in knowledge of Laboratory testing of packaging materials and packages, NABL activities, training & education, R & D activities in the field of packaging.• He must have good knowledge about the Indian packaging industries as well as fair knowledge about the International scenario of packaging industry.• He is also required to negotiate, co-ordinate to all National/International projects related to packaging with state/Central Govt. / Semi Govt./ PSU/private sector etc for the overall improvement of packaging as well as for the revenue generation of the organization.• He is also required to Chair in different sectional committees of Bureau of Indian standards and other national bodies for the formulation of National standards of packaging and also to represent in the International body for the formulation of International Standards of packaging materials and packages.• He will also be responsible for planning and implementation of new projects for new
--	--	--	--	--	---

					<p>upgradation of packaging technology at national level.</p> <ul style="list-style-type: none"> • He has to have good knowledge about national and International Packaging trade fairs to organize the Institute's own packaging Trade fair i.e. INDIAPACK and INDPACK. • In addition, he is completely responsible for Finance & accounts, revenue generation, sanctioning of expenses etc. • He must have good writing ability to publish the articles on the various topics on packaging in different national and international magazine and also to act as an AUTHOR for the Institute's own magazine i.e. PACKAGING INDIA. • He will also be responsible to represent the country as an EXPERT in the International bodies like WPO, APF and ITC etc.
2	<p>Professor / Additional Director</p> <p>Code: Prof/AD/KTA</p>	<p>Three UR-1 SC-1 OBC-1 (BL)</p>	<p>Pay Band Rs. 37400 - 67000 (P B – 4) + Grade Pay Rs.8900/-</p>	—	<p>Qualifications / Experience: PhD. Degree in Engineering/ Technology/ Science in subject relevant to packaging with good academic record throughout and ten years experience in teaching / industry / research in related subjects; OR Post Graduate degree in Engineering/ Technology/Science in subjects relevant to packaging with good academic record throughout and 15 years experience in teaching/ industry/ research in related subject. Experience will be counted in teaching subjects related to Packaging/ working in packaging or package user industry/ organization dealing in package development, research, standardization etc. Desirable: Possession of PG Diploma in packaging.</p>
					<p>Job Description: The post is interchangeable between training and education, laboratory and consultancy department, for job description and responsibilities are:-</p>

					<p>Training & Education:</p> <ul style="list-style-type: none"> • Works as a head of the departments (HOD) of Training & Education department. • Plans for the activities of the T&E department, of educating industry, organization and public at large in various packaging methods, materials, requirements etc. through courses, publications, seminars. • Prepare budget for revenue, expenditure and activities. • Organize training programs of short and long duration in packaging, postgraduate diploma and certificate program in packaging. • Organize conferences and seminars in packaging at National & International levels. • Obtain sanction for budgets, estimates for projects. • Set targets for revenue and activity for department and officers & staffs. • Organizes international conferences & exhibitions on packaging. • Organizes distance-learning programmes. • Organizes intensive training course of 3 months duration. • Develops programs for different products and materials for packaging. • Develops special programs as per requirement of the clients. • Develops packaging programs for export goods. • Continuous development of programs for different products with different materials and requirement. • Organizes executive development programmes at Mumbai, Regional Centres and other places. • Conducts lectures for various programmes and also for other organization. • Develops course material for the program. • Keeps track of new audio visual aids and training material. • Attends to printing and publication of packaging course materials. • Writes articles for journals. • Gives presentation for various groups. • Proper utilization of funds, resource, personnel.
--	--	--	--	--	---

				<ul style="list-style-type: none"> • Proper income, expenditure statements, set targets. • Liaise & coordinate with other organization for various issues for IIP work. • Plans and conduct examination including paper setting and evaluation of answer books. • Supervises 3 officers and 5 Staff members. • Extends assistance to regional centres for developing packaging services / programs. • Develops / organizes correspondence courses. • Conducts in-house training programs. • Markets packaging services through exhibitions and design department. • To work on different committees. • To assist in administration of Institute function. • To provide necessary facilities for conducting program to faculty, officers & students e.g. PC, Email etc. • Delivering lectures to students on various packaging subjects and any other work required for IIP including assisting Director. <p>Laboratory:</p> <ul style="list-style-type: none"> • Works as a head of Laboratory department consisting of material testing, transport testing and consumer product division. • Prepares budget for revenue and expenditure for all the three divisions and sets targets for officers and staff. • Supervise and guide officers and staff. • Attend to all administrative work of the department. • Prepare plans for plan funds for laboratory and regional centres. • Work on various IIP committees and also outside organization. • Coordinate with outside agencies such as DGCA, NABL, DG Shipping, UNCD, SISI etc. • Issue of test certificates. • Ensure the accuracy and quality of the tests and results.
--	--	--	--	--

				<ul style="list-style-type: none"> • Supervise calibration of testing equipment. • Extend assistance to academic courses in packaging. • Advice exporters on the statutory and desired standards of packaging. • Deliver lectures in IIP programmes and other organizations. • Marketing of IIP & testing services. • Research and development activities for packaging in the lab. department. • Write articles in journals. • Promotional activities – contacting other organizations in India and abroad to keep abreast with developments, membership drive. • Prepare bimonthly reports for testing, UN certification etc. • Attend to audit by NABL • Advice regional centres on testing activities. • Maintenance of various records and database for testing. • Any other work of IIP or outside organizations. • Present papers in conferences, seminars etc. • Organize exhibitions. <p>Consultancy & Project:</p> <ul style="list-style-type: none"> • Works as a head of the departments of Consultancy & Projects. • Prepare budget for projects and expenditure. • Decides targets for revenue and expenditure, targets for officers and staff. • Supervise and guide officers and staff. • Negotiate consultancy assignments & projects by marketing service including T&E and Testing. • Conducts consultancy assignments on packaging – material, shape, design, strength, life marketability etc. • Make consultancy / advisory visits to clients for discussions and advice on packaging. • Conducts and guide research, survey for specific packaging problem. • Take lectures in packaging in all training programmes. • Develop new packaging for specific uses.
--	--	--	--	--

					<ul style="list-style-type: none"> • Develop machines, equipment etc. for packaging. • Guides consultancy & projects and check quality of report for content, centres. • Work on various committees of IIP and other organization. • Prepare proposals for plan funds for approval. • Coordinates with outside organization, educational and other bodies e.g. SISI, Handicraft board, UNDP, Ministry Officials etc. • Writes articles on packaging in Institute's Journal and also other journals. • Sends bimonthly report to Director on department's activity. • Training and guiding of officers in consultancy work. • Development of consultancy in new areas. • Meets targets of revenue and activities. • Presents paper, deliver lecture etc. in conference, seminars. • Any other work of IIP or outside work related to packaging.
3	Associate Professor/ Joint Director Code: AP/JtDir/KTA	Three UR-1 SC-1 OBC-1 (BL)	Pay Band Rs. 37400-67000 (PB -4) + Grade Pay Rs. 8700	—	<p>Qualifications / Experience: PhD. Degree in Engineering/ Technology/ Science in subject relevant to packaging with good academic record throughout and six years experience in teaching / industry / research in related subjects; OR Post Graduate degree in Engineering/ Technology/Science in subjects relevant to packaging with good academic record throughout and 10 years experience in teaching/ industry/ research in related subject. Experience will be counted in teaching subjects related to Packaging / working in packaging or package user industry/ organization dealing in packaging development, research , standardization etc. Desirable: Possession of PG Diploma in packaging.</p>
					<p>Job Description The post is interchangeable between training and education, laboratory and consultancy department, for job description and responsibilities are:-</p> <p>Training & Education:</p>

				<ul style="list-style-type: none"> • Supervise and guide Assistant Director and Dy. Director and Assistant Registrar. • Conduct programmes – PGD, ITC, Distance learning, In-house, SISI and other bodies. • Develop new programmes. • Assist regional centres in organizing and conducting programmes. • Visit industry organization to update knowledge, contribute articles to Packaging India and other journals. • Marketing of T&E programmes by various methods – letters, phones, personal visits and advertisement. • Conduct research & survey in Packaging area. • Prepare brochures, course material and other programme material. • Assist Professor in preparation of plans and all the activities of T&E Department. • Conduct tests in Labs, take up consultancy projects, study etc. as and when needed. • Membership drive. <p>Laboratory:</p> <ul style="list-style-type: none"> • Supervise and guide testing work in material testing laboratory. There are about 300 tests, besides Indian standard tests and UN certification tests and the tests are carried out on mechanical machines, electrical machines and computerized machines, chemical test etc. Tests are now being done as per NABL. • Material testing is done for packaging material. • Prepare budget for material testing – revenue and expenditure. • Set targets for material testing as per guidelines given by professor. • Receive request, samples for testing. • Prepare testing report. • Collection of advance, raising of bills for testing. • Marketing of testing service. • Deliver lectures in all IIP programmes and other
--	--	--	--	--

				<p>organizations.</p> <ul style="list-style-type: none"> • Member of plan fund committee. • Procurement of testing machines under plan fund, prepares specifications of machines and follows the purchase procedure including import of machines. • Supervise installation, operation, maintenance of testing machines and tests. • Interpret test results and guide staff in case of variations, wrong results etc. • Purchase of testing materials. • Scheduling of test. • Prepare periodic reports on performance of material testing lab. • Take up promotional work, membership drive. • Arrange for demonstration and practical for the students. • Assist in consultancy & project assignments. • Guide Regional Centres about tests, equipment, machinery etc. • Attend to calibration of machinery and equipments. • Maintenance of testing conditions in laboratory. • Any other work of IIP or outside connected with packaging. • Liaison with outside organizations. <p>Consultancy & Projects:</p> <ul style="list-style-type: none"> • Supervise and guide Assistant Director and Dy. Director in consultancy & Project department. • Prepare budget for projects and expenditure. • Decides targets for revenue and expenditure, targets for officers and staff • Supervise and guide officers and staff. • Negotiate consultancy assignments & projects by marketing service including T&E and Testing. • Conducts consultancy assignments on packaging – material, shape, design, strength, life marketability etc. • Make consultancy / advisory visits to clients for discussions and advice on packaging. • Conducts and guide research, survey for specific packaging
--	--	--	--	--

					<p>problem.</p> <ul style="list-style-type: none"> • Take lectures in packaging in all training programmes. • Develop new packaging for specific uses. • Develop machines, equipments etc. for packaging. • Guides consultancy & projects and check quality of report for content, centres. • Work on various committees of IIP and other organization. • Prepare plan fund proposals for approval. • Coordinates with outside organization, educational and other bodies e.g. SISI, Handicraft board, UNDP, Ministry Officials etc. • Training and guiding of officers in consultancy work. • Development of consultancy in new areas. • Achieves targets of revenue and activities. • Presents paper, deliver lecture etc. in conferences and seminars • Any other work of IIP or outside work related to packaging.
4	<p>Assistant Professor/ Deputy Director</p> <p>Code: AstPr/DyDir/KTA</p>	<p>Two SC-1 (BL)</p> <p>OBC-1 (BL)</p>	<p>Pay Band Rs. 15600 – 39100 (P B – 3) plus Grade Pay of Rs.6600</p>	35 years	<p>Qualifications / Experience: Master's degree in Science/ Applied Science or Bachelor's degree in Engineering / Technology in the field related to packaging. The candidate should have 8 years experience in industry/ Training / testing / consultancy etc. OR Graduate in Science / Applied Science + PG Diploma in Packaging with atleast 10 years industrial experience, preferably in a packaging related industry/ testing / training/ consultancy etc.</p>
					<p>Job Description The post is interchangeable between training and education, laboratory and consultancy department, for job description and responsibilities are:-</p> <p>Training & Education:</p> <ul style="list-style-type: none"> • Supervise and guide Assistant Director Assistant Registrar. • Conduct programmes – PGD, ITC, Distance learning, In-house, SISI and other bodies. • Develop new programmes.

				<ul style="list-style-type: none"> • Assist regional centres in organizing and conducting programmes. • Visit industry organization to update knowledge, contribute articles to Packaging India and other journals. • Marketing of T&E programmes by various methods – letters, phones, personal visits, advertisement. • Conduct research & survey in Packaging area. • Prepare brochures, course material and other programme material. • Assist Professor and Deputy Director in preparation of plans, and all the activities of T&E Department. • Conduct tests in Labs, take up consultancy projects, study etc. as and when needed. • Membership drive. <p>Laboratory:</p> <ul style="list-style-type: none"> • Supervise and guide Assistant Director. • Material testing is done for packaging material. • Prepare budget for material testing – revenue and expenditure. • Set targets for material testing as per guidelines given by professor. • Receive request, samples for testing. • Prepare testing report. • Collection of advance, raising of bills for testing. • Marketing of testing service. • Deliver lectures in all IIP programmes and other organizations. • Member of plan fund committee. • Procurement of testing machines under plan fund, prepare specifications of machines and follow the purchase procedure including import of machines. • Supervise installation, operation, maintenance of testing machines and tests. • Interpret test results and guide staff in case of variations, wrong results etc. • Purchase of testing materials.
--	--	--	--	---

				<ul style="list-style-type: none"> • Scheduling of test. • Prepare periodic reports on performance of material testing lab. • Take up promotional work, membership drive. • Arrange for demonstration and practical for the students. • Assist in consultancy & project assignments. • Guide regional centres about tests, equipment, machinery etc. • Attend to calibration of machinery and equipment. • Maintenance of testing conditions in laboratory. • Any other work of IIP or outside connected with packaging. • Liaison with outside organizations. <p>Consultancy:</p> <ul style="list-style-type: none"> • The Dy. Directors can be called Senior Consultants. He has to market consultancy & projects in packaging. • Conduct consultancy projects, prepare report and submit to Clients. • Attends to clients' enquiries, conducts visit, discusses problems, submits proposals, fees and other charges, time frame, and indicates if any tests are required. • Advise about U.N. Testing of dangerous goods and also NABL testing of materials. • Take up consultancy in food and pharma packaging or transfer to CPD. • Attend to clients' queries and other correspondence. • Design and develop packaging for different products, applications etc. and also need based packaging. • Deliver lectures in all training programmes, conferences, seminars etc. • Conduct in-house training programmes. • Visit clients as per the enquiry and offer solutions or submit proposal for consultancy. • Organize programs in packaging under T&E department or independently under C&P department. • Prepare course materials for programmes and publications. • Contribute articles to journals.
--	--	--	--	--

					<ul style="list-style-type: none"> • Supervise and guide the assignment, study of Assistant Director. • Check the reports prepared by the Assist. Director. • Train Assist. Director in additional areas. • Develop new methods of packaging. • Prepare database for various products. • Generate work for revenue earning to achieve targets. • Provide quality and cost effective service to clients. • Prepare budget for revenue & expenditure. • Attend to promotional work, enroll members and assist in publicity. • Prepare proposals for specific projects or for plan funds. • Assist in administrative work of department. • Submit periodic reports of progress to higher ups. • Coordinate with other organization. • Any other work for IIP or other organization such as exhibitions, conferences, contests, publication etc.
5	Lecturer / Assistant Director Code:L/AD/KTA	Three SC- 1 (BL) OBC- 2 (BL)	Pay Band Rs. 15600 – 39100 (P B – 3) plus Grade Pay of Rs. 5400/-	30 years	<p>Qualifications / Experience: Master’s degree in Science/ Applied Science or Bachelor’s degree in Engineering / Technology in the field related to packaging. The candidate should also have three year industrial experience preferably in Packaging OR Graduate in Science / Applied Science in a field related to packaging + PG Diploma in Packaging and five years industrial experience.</p>
					<p>Job Description The post is interchangeable between training and education, laboratory and consultancy department, for job description and responsibilities are:-</p> <p>Training & Education:</p> <ul style="list-style-type: none"> • Work as a coordinator of 2 years post graduate diploma program (4 semesters). • Works as a coordinator for 3 months ITC programmes.

				<ul style="list-style-type: none"> • Work as a coordinator for distance learning programmes. • Prepares schedule for lectures, faculty, arranges training materials, AV aids and other physical facilities etc. Finalizes the faculty from other departments and from industry & organizations. • Takes lectures in the programmes in the subject of his specialization. • Conducts practicals for PG students in laboratory and workshops. Arranges visits to factories, exhibitions etc. • Takes lecture sessions in all programmes of training & education department and also at regional centres if necessary and in other organizations, whenever required. • Arranges for examinations of PG students for each of the semesters. Gets question paper set, evaluation of answer books, supervises mark sheets, preparation & distribution, declares results & arranges for convocation, keeps record of the examination, result declaration, certificates etc. • Also assists in distance learning program, setting question papers, evaluation of answer books, preparation of course material etc. • Assists in organizing executive development program conducted by the department. • Attends to day to day queries of PGD programme and students. • Assists students in getting course materials, books, periodicals, practical knowledge etc. • Gives feed back for faculty – internal & external. • Monitors progress of PGD students. • Prepares project and program plan for every PGD program. • Monitors fees collection of PG programme and recover by keeping track. • Prepare lecture notes on various topics. • Prepare power point presentation. • Prepare articles on packaging & relevant topics. • Prepare budget / estimate for program/s and obtain approval / sanction. • Prepare and present papers in seminars /conference.
--	--	--	--	--

				<ul style="list-style-type: none"> • To prepare course material for new programs or topics. • To assist library by giving information on books, periodicals etc. • Participate in other IIP activities. • Attend to student problem. • Arrange factory visit. • Assist superior in other areas. • Evaluation of faculty. <p>Laboratory:</p> <ul style="list-style-type: none"> • Attend to customer enquiries, letters etc as directed. • Visit customer as per instruction to explain tests, packaging, evaluation etc. • Prepare proposal/estimate with item costs terms etc for the tests. • Conduct test under NABL/UN & other for packages and packaging materials. • Prepare tests certificates as per specification and send after getting authorized signature. • Search for testing requirement as per specification, develop specification. • Prepare testing, visit, maintenance schedules. • Check and test equipment for proper functioning. • Deliver lectures in all IIP programmes or outside. • Assist material testing lab, C&P for testing. • Take up market research. • Maintain data, record, database etc. <p>Consultancy:</p> <ul style="list-style-type: none"> • Attend to client enquiries as directed by visiting, discussions etc. Collect data for preparing and submitting consultancy proposal indicating cost, time and terms of assignment. • Collect data for projects, processing and preparation of report under guidance. • Conduct market surveys for specific areas or needs of clients in packaging area. • Take lecture in all the training courses of the institute.
--	--	--	--	---

					<ul style="list-style-type: none"> • Conduct / assist in Lab testing for packaging. • Deliver lectures in outside organization. • Prepare database. • Attend to exhibitions, conference and seminar work. • Develop and design need based or specific packaging. • Attend to any other work of institute or outside work related to packaging or institute.
6	Vigilance Officer * (Code : VO/IIP)	One	Pay Band Rs. 15600 – 39100 (PB –3) plus Grade Pay @ Rs. 5400/-	Not Applicable	<p>Qualifications / Experience: Officers holding analogous post on regular basis in the parent cadre or ii) Officers of Section Officer or equivalent level in the Central / State Government with at least three years of regular service in the grade and possessing experience of handling vigilance matters, disciplinary cases and administrative / establishment matters.</p>
					<p>Job Description</p> <ul style="list-style-type: none"> • Vigilance officer - Assistant to Secretary / Director. • Investigation of complaints having vigilance angle against all categories of employees etc. • Study and examine the systems & procedures followed in various departments, identify the corruption prone areas and suggest remedial measures. • Make an assessment of the scope and modes of corruption and malpractice. • Draw and ensure implementation of the Action Plan on anti-corruption measures. Organize and conduct surprise check in sensitive & corruption prone areas. • Draw list of employees of doubtful integrity and agreed list. • Organize vigilance awareness and fraud prevention programmes. • Implementation of guidelines issued by the central Vigilance Commission as contained in the Vigilance Manual, Special Chapter on Vigilance Management in PSUs and amendments / circulars received from the Government from time to time. • Investigation & detection of all types of fraud relating to cash value, documents, misuse of Institute bylaws etc.

					<ul style="list-style-type: none"> • Revenue protection measures against fraud. • Maintain vigilance for the safety and protection of Institute objects at all times. • Reports promptly and reliably for all scheduled assignments. • Maintenance, completion and custody of confidential reports of the employees of IIP in the job description.
7	Technical Assistant Code: TA/IIP	Twelve UR-7 SC-1 ST-1(BL) OBC-3	Pay Band Rs. 9300-34800 + (PB-2) Grade Pay @ Rs.4200	25 years	<p>Qualifications / Experience: Graduate in Science / Applied Sciences in the subjects related to packaging with proficiency in computer operations. Desirable : One year experience in packaging operation or in a R &D Laboratory related to packaging.</p>
					<p>Job Description</p> <ul style="list-style-type: none"> • To conduct the various test on packaging materials as per requirement. • To attend to correspondence regarding material testing with companies, clients. • To attend any queries on phone or in person regarding material testing. • To calculate charges and prepare proforma invoices. • To introduce new methods of testing as per requirement. • To handle the sophisticated equipment as and when required. • To show demonstration of testing equipments to visiting clients as per requirement. • To calibrate the testing equipments as and when required. • To conduct in Lab Training for industrial persons. • To conduct the lectures for ITC. • To conduct practicals for PG students. • To perform any other duties assigned by the superiors as per the requirement.
8	Sr. Stenographer Code: SS/IIP	One UR-1	Pay Band Rs.9300 – 34800 (PB –2) plus Grade Pay @ Rs.4200/-	35 years	<p>Qualifications / Experience Graduate having proficiency in computer operation with shorthand/typing speed 80 –100 w.p.m.</p>

					<p>Job Description</p> <ul style="list-style-type: none"> • To take dictation in short hand and transcribe it. • To type and take printouts. • To fax the printouts. • To receive the faxes and segregate as per their destination and departments. • To maintain the record of fax letters sent & received. • To contact the travel agent for booking tickets etc. • To maintain all files pertaining to HOD. • To receive messages for the HOD and take necessary action. • To receive the bills, cheques from various departments and make entries in computer. • To make entries in computer for HO and regional centre. • To attend to correspondence with outside parties. • To collect and maintain 16 A forms. • To prepare bank challans and send to the respective persons. • To check emails of professors, take printouts and forward to professor. • If instructed, reply and send emails. <p>To perform any other duties/official work assigned by the superiors as per the requirement and skills available including telephone operation.</p>
9	Office Assistant Code: OA/IIP	One OBC-1	Pay Band Rs. 9300 – 34800 (PB-2) plus Grade Pay @ Rs. 4200/-	35 years	<p>Qualifications / Experience</p> <p>Graduate preferably in Commerce with knowledge and proficiency in computer operations. Experience in Administrative / Personnel matters/ Accounts work etc in a Government organization.</p>
					<p>Job Description</p> <ul style="list-style-type: none"> • Maintain attendance register, leave record, keep record of late attendance and absenteeism. • To maintain the leave records. • To maintain the service books and personnel files. • To maintain leave to account for leave and encashment. • To prepare draft of letters as per requirement. • To attend to the queries regarding leave etc. • To prepare the CR forms every year for the employees for

					<p>filling.</p> <ul style="list-style-type: none"> • To check the medical claims and process the bills for passing and make entry in the medical register. • To prepare sundry bills for gardener, security, temporary employees etc. • To update the list of employees and grades, salary, increments allowances etc. • To compile and send information/report to Ministry of Commerce as per the requirement. • To file / maintain records of all the leave applications, increments, medical claims etc. • To maintain monthly increment details. • To prepare & maintain the leave records of CL, EL & SPL and make entries in service books. • To collect and keep the copies of certificate, duly filled forms and other information of new employees. • To prepare letter of confirmation, probation etc. • To arrange for computer consumables and issue them to departments and maintain register for it. • To attend to the incoming phone calls in absence of telephone operator. • To maintain the service record of employees and also entitlement of pay and allowances. • To inform the HODs about retirement dates, transfer, resignations etc. • To process all the dues and payment at the time of retirement. • To collect details for annual service for various equipment and information & quotations for various contracts and prepare proposals for approval. • To send the purchase / work order to the contractors. • To keep track of the contracts and maintenance work of equipment & buildings. • To open LC with the bank. • To prepare and maintain documents for exports agents, clearing agents and banks. • To arrange for the uniforms, shoes etc. and issue them to
--	--	--	--	--	--

					employees. To perform any other duties assigned by the superior as per the requirement and skills available.
10	Jr. Stenographer Code: JST/IIP	Four UR-2 OBC-1 PWD-1 (OH)	Pay Band Rs. 5200 - 20200 (PB-1) plus Grade Pay @ Rs.2400/-	35 years	Qualifications / Experience: Graduate having proficiency in computer operation with shorthand / typing speed 60 –80 w.p.m.
					Job Description <ul style="list-style-type: none"> • To take dictation from professor and other officers, transcribe, type and take printouts. • To type letters, reports, circulars, notes etc. • To check email of professor & department's and take printouts for the professor and other concerned. • To reply the email as per instructions. • To maintain files and various documents of the department. • To prepare a draft budget for training programs, seminars for getting approval. • To send letters of training programs and brochures to members, regional centers and other organizations. • To prepare a report of income generated and expenditure incurred after every program, seminar organizations. • To prepare a report of income generated and expenditure incurred after every program, seminar organized. • To prepare a report of program conducted in collaboration with DC, SISI, SSI and UNIDA. • To maintain the stock of stationery. • To prepare marksheets of students appeared for examination. • To prepare a Bi-monthly report of activities conducted by the department. • To prepare status report for sending to ministry. • To receive mail and forward them to concerned person. • To attend to travel booking, tickets, tour programs, advance etc. • House keeping and orderly arrangement in the department. • To prepare lists of participants with their names, addresses, fees received and send receipts of payments.

					<ul style="list-style-type: none"> • To prepare list of selected entrance test candidates and prepare letters to be sent to them. • To perform any other duties/official work assigned by the superiors as per the requirement. • To do on the spot registrations on the day of program. • To answer telephone calls.
11	Tel. Operator Code: TO/IIP	One OBC-1	Pay Band Rs. 5200 - 20200 (PB-1) plus Grade Pay @ Rs.2000/-	35 years	<p>Qualifications / Experience: Sr. Secondary OR 12th class or equivalent qualification from a recognized Board or University with proficiency in typing at the speed of 30 w.p.m. and experience of handling EPBAX.</p>
					<p>Job Description</p> <ul style="list-style-type: none"> • To work as telephone operator on the board to receive and transfer calls to various persons. • To connect outside number as required by the officers / staff etc. • To keep telephone numbers directory frequently required. • To receive visitor and direct them to concerned departments / persons etc. or to supply general information about the activities of IIP e.g. course activities, person etc. • To send and receive fax, send fax to the concerned persons. • To send and receive emails. • Attend to telephone complaints from departments / officers / staff and others. • To work as computer operator as and when required for typing letters, notes, bills etc. • Keep record of telephone bills and payments. • To work as typist cum clerk as and when required. • Inform superiors about defects in telephones, extensions and faulty instruments. • Make entry of inward mail.
12	Electrician Cum Pump Attendant Code: EPA/IIP	One SC-1	Pay Band Rs. 5200 - 20200 (PB-1) plus Grade	35 years	<p>Qualifications / Experience H.S.C. & passed I.T.I., Electrical Trade Certificate, Simple knowledge of operating computer.</p>

			Pay @ Rs.1900/-		Desirable: One year experience.
					Job Description <ul style="list-style-type: none"> • To start water pump for office building & for hostel. • To attend complaints regarding electricity problems and carry out minor repairs replacements and wiring. To perform any other duties assigned by the superiors as per the requirement and skills available.
13	Workshop Operator Code: WO/IIP	One UR-1	Pay Band Rs. 5200 - 20200 (PB -1) plus Grade Pay @ Rs.1900/-	35 years	Qualifications / Experience H.S.C. & I.T.I. Trade Certificate in the particular trade.
					Job Description <ul style="list-style-type: none"> • To cut samples of material received for testing from various departments/clients. • To demonstrate practicals for PG students. • To prepare designed samples, models in Consultancy projects with technical officers and prepare prototype. • To mix chemicals to operate machine in jute section and operate jute plant. • To work as turner/fitter/miller/carpenter/welder and operate machines in workshop as and when required as per the skills learnt and acquired. • To perform any other duties assigned by the superiors as per the requirement and skills available.

* This post will be filled up on deputation basis initially for a period of 2 years and may be extended if necessary, for job description of the post please visit IIP website.

General instructions to the candidates

1. The last date for determining the age limit of candidates will be the closing date for receipt of applications i.e.30 days from the date of publication of the advertisement;
2. Age relaxation: Upper age limit relaxation will be 5 years for SC/ST, 3 years for OBC and 10 years for physically handicapped candidates. Age relaxation will also be available(as per Government instructions) to candidates who are Ex-servicemen, sports person etc. 5 years age relaxation will also be admissible to the employees of IIP;
3. If the number of applications received in response to the advertisement is large, the Institute reserves the right to short list the candidates for interview on the basis of their qualification, experience etc.
4. Applications for the above posts may be made on plain paper in the prescribed format hosted on the website of IIP i.e. www.iip-in.com; Alternatively, a request may be made to the Secretary of the Institute asking for a copy of the application form, job description of the post applied etc.
5. **The application for the posts mentioned at S.Nos 1-5 should be addressed to KTA Associates,74/75 Mahendra Chambers,2nd floor, D.N.Road, Fort, Mumbai.400 001. All applications MUST clearly mention the Code for the position applied on the application and the envelope.**
6. The applications for the posts at S.Nos 6-13 may be addressed to the Secretary, IIP, E-2, MIDC, Andheri East, Mumbai 400093.
7. The envelope containing the application should be super scribed as “Application for the post of----“
8. No TA/DA will be admissible for attending the interview. However candidates may be paid 2nd class train/bus fare by the shortest route at the discretion of the Institute.
9. Candidates selected for appointment are liable for posting anywhere in India including the Regional Offices of IIP
10. No correspondence will be entertained from the candidates in connection with the process of selection. Canvassing in any form will disqualify the candidate for selection.
11. The number of vacancies mentioned **above** may be increased or decreased as per the requirement of the Institute
12. Candidates may visit the Institute’s website at www.iip-in.com to know about the status and objectives of the Institute, its MOA, its Regional Centres, the service byelaws, the format of the application form and the details regarding the job description of each of the above posts
13. For any clarification/additional information required, the applicants may contact the Secretary of the Institute at Tel nos. 022-28219803/28216751/28219469 during office hours on working days.

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

Country	Dates		Purpose
	From	To	

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

Title	Name of Periodical (Or Publisher, if Book)	Volume, Pages and Year

6. CANDIDATE’S OWN CONDITIONS

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

6.2. If answer to 6.1 is “No” the lowest pay acceptable to the candidate : Rs..... p.m.

*6.3. If selected the minimum period required before joining: months/weeks

6.4. Any other conditions:

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

Name	Occupation OR Position	Address

8. LIST OF ENCLOSURES (other than attachments)

(i)

(ii)

(iii)

9. DECLARATIONS

9.1. I attach herewith a brief, lucid and logical statement in my own normal handwriting justifying my competence for the post applied for, stating reasons for desiring change from present employment.

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

Date	Post	Result

**9.3 Currently my applications for the following posts are pending consideration with the prospective employers indicated:

Date of Application	Post	Prospective Employer	Salary Scale	My minimum Demand

*9.4 a) I am sending this application with/without the knowledge and/or concurrence of my present employer

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

9.2. 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

* Strike out non-relevant words and phrases

** If you have not applied for any post write NIL against the item.