

RECRUITMENT

SPECIAL RECRUITMENT DRIVE FOR SC/ST/OBC & PWD

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

Applications are hereby invited in the prescribed format for filling up of the following backlog vacancies in the Indian Institute of Packaging (an autonomous body under the Ministry of Commerce & Industry Govt. of India), both at its Head Office at Mumbai and Regional Centers at Delhi, Kolkata, Chennai and Hyderabad as also some new Regional Centers to be 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	Professor / Additional Director	Two SC-1 OBC-1	Pay Band Rs. 37400 - 67000 (P B - 4) + Grade Pay Rs.8900/-	—	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.

Job Description:

The post is interchangeable between training and education, laboratory and consultancy department, for job description and responsibilities are:-

Training & Education:

- 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 Centers 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.
- 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 centers 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.
- Laboratory:**
- 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 centers.
 - 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.
 - 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 centers 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.

Consultancy & Project:

- 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.
- Develop machines, equipment etc. for packaging.
- Guides consultancy & projects and check quality of report for content, centers.
- 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.
- Any other duties assigned by the Director.

2	Associate Professor/ Joint Director	Two SC-1 OBC-1	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:- 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 centers 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, and study etc. as and when needed. • Membership drive. 					

Laboratory:

- 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 organizations.
- 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 Centers 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 problem. • 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. • Any other duties assigned by the Director. 				
3	Lecturer / Assistant Director	Two SC- 1 ST- 1	Pay Band Rs. 15600 – 39100 (P B – 3) plus Grade Pay of Rs. 5400/-	30 years	<p>Qualifications / Experience:</p> <p>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>

Job Description

The post is interchangeable between training and education, laboratory and consultancy department, for job description and responsibilities are:-

Training & Education:

- Work as a coordinator of 2 years post graduate diploma program (4 semesters).
- Works as a coordinator for 3 months ITC programmes.
- 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 centers 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.
- 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.

Laboratory:

- 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.

Consultancy:

- 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.
 - 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.
- Any other duties assigned by the Director.

4	Hindi Officer *	One PWD-1 (HH)	Pay Band Rs. 9300 - 34800 (PB -2) plus Grade Pay @ Rs. 4600/-	35 years	Qualifications/ Experience: Master's degree of a recognized University or equivalent in Hindi with English as a subject at the degree level Or Master's degree of a recognized University or equivalent in English with Hindi as a subject at the degree level Or Master's degree of a recognized University or equivalent in any subject with Hindi and English as a subject at the degree level or master's degree of a recognized University or equivalent in any subject with Hindi medium and English as a subject at the degree level Or master's degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at the degree level. (ii) 5 years experience of terminological work in Hindi and/or translation work from English to Hindi or vice-versa preferable of technical or scientific literature or 5 years experience of teaching, research, writing or journalism in Hindi.
<p>Job Description</p> <ul style="list-style-type: none"> • To translate documents/letters from English to Hindi and vise-versa. • To design bilingual forms and formats for internal communications to carry out day to day administrative works. • Handling correspondence in Hindi. • Typing on computer in Hindi will be an added advantage. • Any other duties assigned by the Secretary. 					
5	Jr. Stenographer *	One 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

- 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 mark-sheets 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.
- 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.
- Any other duties assigned by the Secretary.

* The vacancy will be filled from other physical handicapped candidate in case no suitable candidate found.

(MOHAN SINGH KATHAYAT)
Secretary

GENERAL INSTRUCTIONS TO THE CANDIDATES

1. The last date of receipt of application completed in all respect will be 26th November 2010(Friday).
2. Application in open condition and not in prescribed format shall not be accepted.
3. 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;
4. 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;
5. 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.
6. 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.
6. The applications for all the posts may be addressed to the Secretary, IIP, E-2, MIDC, Andheri East, Mumbai 400 093.
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 conveyance by economic class, cheapest fare for shortest root for Sr. No. 1, 2 and 3 and IInd AC fare for Sr. No. 4 and IIIrd Ac fare for Sr. No. 5 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 Centers, 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.

(MOHAN SINGH KATHAYAT)
Secretary

2.2. Degrees obtained and examinations passed, including technical and other qualifications acquired (commencing with High School or equivalent):

Examination or Degree	Class or Division	Subject or Subjects	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)

Read and Speak	Read, Speak and Write	Examination Passed with Year

5. EXPERIENCE

5.1. Employment (starting with present employment):

Employer	Post and Scale of Pay	Present Emoluments			Year		Nature of Work	Reason for Termination
		Basic Pay	Details of Other Emoluments	Total Emoluments	From	To		

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.