Advt. No. R/01 dated 06ᵗʰ August 2018

Appointment of Manpower on Contract Basis.

Indian Institute of Packaging, Mumbai an autonomous body under Ministry of Commerce & Industry, Govt. of India invites applications from candidates to be engaged through manpower agency on contractual basis in its offices at Mumbai for the following temporary posts. The contract will be initially for 6 months, which may be extended further on need basis. The remuneration will be fixed based on the qualification/experience.

Sr. No.	Required Manpower	No. of Vacancy	Minimum Qualification	Scope of Work
1	Data Entry Operator	02 No.	Graduate from recognized university, fluency in English and Experience in Tally Software. MS_CIT qualified	Assist the various department activities mainly include student data entry related with admissions, examinations, convocation, training, placement etc for PGDP, ITC & DPC as per requirement of the course
2	Technical Officer	02 No.	M.Sc. from any recognized university with 1 or 2 years experience in packaging will be preferred. Or M. Tech. - Fresher may also apply.	• To co-ordinate 18 months correspondence course on diploma in packaging. • To co-ordinate 3 months ITC intensive training course. • To conduct Practical's, practical journal checking, its examination and evaluation, delivering lectures if required based on competency for PGDP, DEP & ITC. • Also assist the various department activities mainly: 1. PGDP Document Verification, Result Declaration etc. Semester Examination & its result declaration

Bio-data in prescribed format along with copies of certificates, mark sheets etc and a brief write up supporting the candidature/suitability for the post shall be submitted in a sealed envelope super scribed with "**Application for Data Entry Operator / Technical Officer on Contract Basis"** to The Assistant Director (General Admin. & IT), IIP, PLOT E-2, MIDC Area, Andheri (East), Mumbai-400093.

Last date of receipt of application is 18ᵗʰ August 2019.

(Afsha Siddiqui)
Assistant Director (General Admin. & IT)

INDIAN INSTITUTE OF PACKAGING

Format for Bio-Data

	Post applied for	
1.	Name	
2.	Age and Date of Birth	
3.	Address	
4.	Educational Qualifications	
5.	Present post held	
6.	Details of experience	

Date: Signature of the Candidate

Place: