

**RECRUITMENT NOTICE- IIP-01/2022**

Indian Institute of Packaging (IIP) invites applications for filling up of the post of **Chief Finance Officer (CFO)** detailed as under Direct Recruitment:

Sr. No.	Name of Post	Pay Level (as per 7 <sup>th</sup> CPC)	No. of Vacancies
1	Chief Finance Officer (CFO)	Pay Level-12	01 (UR)

**TERMS AND CONDITIONS:**

**1. Eligibility:**

Before applying, candidates should ensure that they fulfil the eligibility criteria for the advertised posts. If at any stage, it is found that any information furnished in application is false/ incorrect or if according to IIP, the candidate does not satisfy the eligibility criteria for the post, his/her candidature will be cancelled and he/she will not be allowed to appear for interview and can be removed from service without notice, if he/she has already joined the Institute.

**2. Mode of Application:**

Candidates are required to send filled in application along with necessary documents to Institute so as to reach Institute latest by **06<sup>th</sup> August 2022**. Applications received after the deadline will be summarily rejected. The sealed envelope should be super scribed with “**Application for the post of Chief Finance Officer**” & addressed to:

**The Assistant Director (Establishment)  
Indian Institute of Packaging  
E-2 MIDC Area, Andheri (East)  
Mumbai 400 093**

**3. Service Conditions:**

- (i) **Pay Scale:** Selected Candidates will draw a starting basic pay in the Pay Level as stipulated against the post and they will also be eligible for Dearness Allowance, House Rent Allowance, LTC etc. as applicable for Central Government employee.
- (ii) **Perquisites:** Along with basic pay and other allowances, selected candidates will be governed by 'the defined contributory **New Pension Scheme (NPS)**, in addition to the benefit of Gratuity.
- (iii) Initial appointment will be on probation for a period of one year as per Recruitment Rules of IIP. At Institute's discretion, the probationary period may be extended as per rules.
- (iv) Selected candidates may be posted and transferred anywhere in India.

#### 4. The maximum age limit: 50 years

Note: -

- i) Date of Birth as recorded in the Matriculation/Secondary Examination Certificate only will be accepted by the Institute for determining the age and no subsequent request for change will be considered or granted.
- ii) Employees working with IIP on the date of notification of Recruitment Rules (RRs) and continuing in the services of the Institute on the closing date of direct recruitment advertisement are uniformly allowed to apply.

#### 5. Minimum Educational Qualifications / Work Experience (As on the closing date of application): -

**Name of Post – Chief Finance Officer (CFO)**  
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. Preference will be given to the candidates found well versed with financial principles/rules/instructions followed in Government and have experience in dealing with Government organizations.

6. The applicants working should indicate their total Cost to Company (CTC) head wise with supporting document (Income Tax Return etc.)
7. **Scheme of Selection:** Selection for the aforementioned post will be done on the basis of Personal Interview/s of the Shortlisted Candidates.
8. **Application Fee:** A Demand Draft in favour of “INDIAN INSTITUTE OF PACKAGING” payable at Mumbai, of Rs. 1000/- to be submitted along with the application form. Any application received without application fees will be rejected & fees once paid shall not be refunded under any circumstances.
9. Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her is found to be false at a later stage.
10. Candidates should note that in case a communication is received from their employer by the Institute withholding permission to the candidates applying for the post, their application will be liable to be rejected/candidature will be liable to be cancelled. At the time of joining, the recommended candidates will have to bring proper discharge certificates from their PSU/Government/Quasi-Government/ Private employer. Candidates are required to submit ‘No Objection Certificate’ from the present employer.
11. **Candidates will require to submit following documents along with hard copy of application:**
  1. Curriculum Vitae
  2. Self- attested copy of 10<sup>th</sup> Mark sheet and Certificate
  3. Self- attested copy of 12<sup>th</sup> Mark sheet and Certificate
  4. Self- attested copy of Graduation Mark sheet and Certificate
  5. Self- attested copy of Post-Graduation Degree/Diploma Mark Sheet and Certificate (if applicable)
  6. Self-attested copy of PHD degree (if applicable)
  7. Self- attested copy of Category certificate (SC/ST/OBC/EWS/PWD as applicable)
  8. No Objection Certificate from present employer
  9. Certified copy of Pay Slip/CTC from Present employer
  10. Experience certificate on company letterhead
  11. Undertaking by applicant (Annexure I)
  12. Employer Certificate (Annexure II) on company letterhead
  13. Attested photocopies of the ACR/APAR for the last 5 years (in case of government employees)

## **12. Action against candidates found guilty of misconduct/use of unfair means**

A candidate who is or has been declared by the Institute to be guilty of:

- (i) Obtaining support for his/her candidature by the following means, namely: -
  - a. offering illegal gratification to, or
  - b. applying pressure on, or
  - c. blackmailing, or threatening to blackmail any person directly or indirectly connected with the conduct of the recruitment and selection process, or
- (ii) impersonating, or
- (iii) procuring impersonation by any person, or
- (iv) submitting fabricated documents or documents which have been tampered with, or (v) making statements which are incorrect or false or suppressing material information.

**13.** Appointment of candidates shall be in line with IIP Service Bye Laws and Recruitment Rules & also as per the Govt. of India Instructions and will be subject to their being found medically fit and the verification of character, antecedents and caste, wherever applicable.

**14.** No person shall be eligible for appointment who had previously been dismissed or compulsorily retired from the service of a Department of a State or the Central Government or from any Public Sector Undertaking etc.

**15.** No person shall be eligible for appointment who has been convicted in a Court of law for any offence involving moral turpitude.

**16.** No TA will be provided for attending the Interview.

**17.** Candidates in their own interest are requested to keep on visiting the Institute's website [www.iip-in.com](http://www.iip-in.com) for further updates.

**18.** The Institute reserves its right to reject any application and is not liable to provide any reasons whatsoever for such rejections.

**19.** The Institute may conduct background check or police verification of the shortlisted candidates.

**20.** The result of the Interview shall be final and binding in all respects. No correspondence of any manner shall be entertained.

**21.** Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.

**UNDERTAKING BY THE APPLICANT**

I,..... undertake that I am holding a permanent post of.....on regular basis in the .....

- 2) I undertake that I am drawing Basic Pay Rs.....in Level..... of the Pay Matrix (7<sup>th</sup> CPC) w.e.f.....
- 3) The entries filled in the application are correct as per office records.
- 4) No disciplinary case is pending or being contemplated against me.
- 5) No major/minor penalty was imposed on me during last 10 years.
- 6) The Grading for the last five years ACR/APAR is as under:
- 7) I have already informed my department that I am applying for the post of ..... In Indian Institute of Packaging (IIP).
- 8) I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of Selection of Post. I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that action can be taken against me by IIP if I am declared guilty of furnishing wrong information, supressing of facts, mentioned herein.

**Date:**

**Signature of Applicant**

**Place:**

**CERTIFICATE BY THE EMPLOYER/CADRE CONTROLLING AUTHORITY**

The information /details provided in the above application by the applicant are true and correct as per the facts available on records. He/ She possesses educational qualifications and experience mentioned in the vacancy circular/advertisement. If selected, he/she will be relieved immediately.

**Also certified that,**

- 1) There is no vigilance or disciplinary case pending/contemplated against  
Shri / Smt .....
- 2) His / Her integrity is certified.
- 3) His/ Her CR Dossier in original are enclosed/photocopies of the ACR/APAR for the last 5 years duly attested are enclosed.
- 4) No major/ minor penalty has been imposed on him /her during the last 10 years **OR** A list of major/ minor penalties imposed on him /her during the last 10 years is enclosed. (as the case may be).

**Countersigned**

**(Employer/Cadre Controlling Authority with Seal)**