



RECRUITMENT NOTICE- IIP-02/2025 FOR ENGAGEMENT OF QUALIFIED PROFESSIONALS FOR MONITORING CONSTRUCTION WORK OF WORLD CLASS PACKAGING LABORATORY (WCPL) IN IIP MUMBAI, ANDHERI (EAST), MUMBAI - 400093 ON CONTRACTUAL BASIS.

Indian Institute of Packaging (IIP), Mumbai invites application from qualified professionals for project monitoring on contractual basis.

Sr. No.	Name of Post	Consolidated Remuneration	No. of Vacancies
1	Consultant (Works)	Rs. 60000/- pm	01

Educational Qualifications: Degree in Civil Engineering from a recognised University/Institute

Age Limit: Below 62 years as on 01.12.2025

Experience: The applicant should have the relevant experience of projects related to Central Govt. Dept./ Autonomous Body/ Public Sector Undertaking/ State Government Dept. for 5 years.

Role and responsibilities of the Consultant:

- To carry out field visits for verifying the work being executed and to ensure the quality control as per scope & specification of the project.
- To maintain records of work as per the requirement of the IIP.
- To liaison & co-ordinate with agencies, contractors, Govt Departments and documenting any project issues/conditions.
- Verification, compliance of quality control of works executed.
- Regular update of physical and financial progress and verification through field visits.
- Review and monitor the progress of the project and suggest rescheduling, etc.
- Verification of the bills including RA bills and Final bill.
- Any other work assigned by IIP.

Terms & Conditions for qualified professional are as follows: -

- I. Initially the appointment will be for a period up to November 2026, extendable further as per the requirement.
- II. The Candidates applying as consultant must apply in the prescribed format along-with attested photocopies of certificates.

- III. The engagement of consultant would be on full-time basis and he would not be permitted to take up any other assignment during the period of consultancy.
- IV. The Consultant shall not be entitled to any allowance such as DA, House Rent Allowance, Accommodation, Personal Staff etc. and no medical reimbursement, no medical facility would be admissible to the consultant.
- V. No Government vehicle shall be provided to the Consultant. Transport Allowance will be given as per norms on case to case basis.
- VI. No TA/DA shall be admissible for joining the assignment or on its completion. Consultant shall be allowed TA/DA for their travel inside the country in connection with the official work site visit if any.
- VII. Consultant shall be eligible for 8 days leave in a calendar year on pro-rata basis. Therefore, a consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on pro-rata basis). Also, un-availed leave in a calendar year cannot be carried forward to next calendar year.
- VIII. The engagement of consultants is of a temporary nature and the engagement can be cancelled at any time by the Competent Authority without assigning any reason. Further extension may be granted by the Competent Authority subject to performance.
- IX. The consultant will not be entitled for any other facilities i.e. Re-reimbursement of medical expenses, Leave Travel Concession (LTC) etc.
- X. The consultant may be asked to perform any duties as and when assigned by Director, IIP and that he shall discharge duties assigned to him with full responsibility and to the full satisfaction of the Director, IIP.
- XI. The consultant will not disclose to any unauthorized person(s) any information/data that come to his notice during the period of his engagement in IIP. All such information/records/papers/software/emails etc. will be property of IIP. In case of any loss to IIP due to lapse on your part, whether with full or accidental including fraud, you will bear the losses caused to IIP in this connection. IIP shall have the right to deduct appropriate amount from your remuneration.
- XII. The consultant will not represent himself or otherwise make public with the intent to make a commercial advantage of his engagement with IIP. He will not, in any manner whatsoever, use the name, emblem or official seal of IIP or any abbreviation of the name of IIP, in connection with business or otherwise without the prior written permission of the competent authority.
- XIII. The consultant shall be expected to conduct himself in accordance with the rules and regulations of the Institute. He will be expected to demonstrate high moral character, integrity, secrecy of office and dedication to work while discharging his duties. In case his services are not found satisfactory or found to be in conflict with the interest to the Institute, the services will be terminated forthwith, without any notice period or compensation.

XIV. In the unfortunate event of the death, injury or illness while serving IIP, the consultant or his next of kin shall not be entitled to any compensation or Appointment.

XV. Absence of duty for a continuous period of Eight days without any information or any valid reason shall lead to automatic termination of engagement. No remuneration for the period of absence in access of the admissible leaves will be paid to the consultant. Un- availed leave shall neither be carried forward to next year nor encashed.

XVI. The applicants are required to send the scanned PDF copy of their signed completed application form in the prescribed format by e-mail on adesttmum.iip@gov.in on or before 04th December 2025 by 4.00 PM. Only the online application shall be considered within due date i.e. submitted on or before 04th December 2025. Any other information / documents if required can be asked from the applicants subsequently.

XVII. Selection procedure -The selection of Consultant will be done based on personal interview. Candidates from Mumbai will be given preference.

XVIII. After selection of consultant the necessary agreement will be drawn with the candidate.

XIX. The working hours shall be from 09:30 AM to 06:00 PM and Six days a week of working. No extra remuneration Shall be allowed for working beyond office hours or on Gazetted Holiday/Sunday. No Compensatory leave shall be allowed on this account.

XX. In case any consultant desire to resign may do so by giving a notice 30 days in advance. After expiry of the notice period the consultant shall be relieved after handing over full charge of records as decided by IIP.

XXI. During the period of assignment with IIP, the consultant would be subject to official's secrets act-1923 and will not divulge any information gathered by her/him during the period of assignment to anyone who is not authorized to know the same.

XXII. The conduct of the consultant shall be governed as per similar provision of prevailing CCS conduct rule.

XXIII. IIP reserves the right not to fill up posts advertised.

Sd/

Deputy Director (Administration)