



भारतीय पैकेजिंग संस्थान
Indian Institute of Packaging

An autonomous body under the Ministry of Commerce & Industry, Govt. of India
Celebrating 50 years

ENGAGEMENT OF RECRUITMENT AGENCY

Tender No.09/2018

Dated:17.12.2018

Indian Institute of Packaging, an autonomous body under the aegis of Ministry of Commerce & Industry, Govt. of India is looking for a reputed and experienced recruitment agency to select suitable senior level positions like the Director (Principal Executive Officer), Secretary, Chief Financial Officer, Professor and Associate Professor for the Institute. The recruitment agency shall fulfill the following requirements.

- Should have experience of recruiting senior level positions of Govt./Semi Govt/Autonomous Institutes dealing with Education, Research, Testing, Consultancy.
- Should have minimum 20 employees and should be in business for at least 3 years.
- Should have an average billing of INR 5 Cr. per annum for last three years.
- Should be having an office in Mumbai.

The selected firm will be required to advertise, collect applications for different positions as per the relevant recruitment rules, scrutinize them and short list suitable candidates as per the laid down criteria and furnish the list of shortlisted candidates for each post to the selection committee of the Institute in a time bound manner by maintaining complete confidentiality.

Professional Fees: Rs.12 to 15 Lakhs.

The interested firms may apply giving brief introduction along with documentary evidence of the above requirements. The agency will be required to submit the technical & commercial bids in separate envelopes duly marked "Appointment of HR / Recruitment Agency" addressed to the Chairman, Selection Committee **Indian Institute of Packaging, E2, MIDC Area, Andheri East, Mumbai – 400093.** The last date of receiving the application **7th January 2019.** For any clarification, please E-mail at **iip@iip-in.com**