

Notice Inviting Quotation

Ref. No. 01/2018/Admn. Misc.

Dated:14.12.2018

Sealed quotations are invited from the reputed registered Agency/Firm, having experience in recruitment related works, for entrusting the entire process of recruitment for the post of Assistant/ Clerk, Deposition Typist and Typist/ Copyist for the Subordinate Courts of State of Jharkhand to be conducted by this Court on turn-key basis.

Last date for submission of sealed quotation is 03.01.2019 till 05:00 PM in the office of the undersigned.

Works to be done by the Agency (related to the recruitment process for the post of Assistant/Clerk):

1. Online collection of application forms with Online examination fees through the payment gateway (with link on the website of this Court).
2. Provide the receipt of the same to this Court and prepare the list accordingly.
3. Scrutiny of applications for sorting out applications of eligible candidates as per eligibility criteria prescribed under the Advertisement and to furnish the list of eligible as well as ineligible candidates to this Court.
4. To make available the data to the Court in soft as well as hard copy.
5. To supply a calendar/ chart of the works which will be carried out by the Agency from time to time during the whole recruitment process.
6. Issuance of Admit Cards with the relevant details to the eligible candidates by downloading the same from the official website of this Court and also to open held desk to facilitate those candidates who will face problems in downloading the Admit Cards.
7. Fixing of centers of Examination at Ranchi only, to accommodate required number of candidates in each centre and to make seating arrangements of the Candidates and to ensure other necessary infrastructure for the proper conduction of the Examination. The Examination Centers should not be too far away from the High Court and should be well connected by public transport.
8. Setting of Model/Module of question booklet and answer sheet for Written Test (Objective paper and Subjective paper) after getting approval of the same from this Court.
9. Delivery of Examination materials at the Centers/Venues under proper vigilance by deputing sufficient number of supervisors and other competent personnel.
10. Providing the sufficient number of invigilators for conducting the exams on respective centers.

11. Packing and sealing of attendance sheets, admit cards, used and unused question booklets as well as answer sheets under proper vigilance.
12. Evaluation of answer sheets.
13. Preparation of merit list of successful candidates and furnish the same to this Court in soft copy as well as in hard copy.
14. Issuance of Admit Cards to the eligible candidates to be called for Computer Skill Test and Interview/Personality Test.
15. Fixing of a centre/venue for Computer Skill Test for the eligible candidates.
16. Preparation of final Merit List, category-wise separately, i.e. General, SC, ST, BC-I (EBC/MBC), BC-II etc. for the post.
17. Handing over the application forms, answer sheet, typed copy, etc. and result to this Court.
18. Any other allied work/s, related to the aforesaid recruitment process, till its finalization, assigned by the High Court from time to time.

Works to be done by the Agency (related to the recruitment process for the post of Deposition Typist & Typist/ Copyist):

1. Online collection of application forms with Online examination fees through the payment gateway (with link on the website of this Court).
2. Provide the receipt of the same to this Court and prepare the list accordingly.
3. Scrutiny of applications for sorting out applications of eligible candidates as per eligibility criteria prescribed under the Advertisement and to furnish the list of eligible as well as ineligible candidates to this Court.
4. To make available the data to the Court in soft as well as hard copy.
5. To supply a calendar/ chart of the works which will be carried out by the Agency from time to time during the whole recruitment process.
6. Issuance of Admit Cards with the relevant details to the eligible candidates by downloading the same from the official website of this Court and also to open held desk to facilitate those candidates who will face problems in downloading the Admit Cards.
7. Fixing of centers of Examination at Ranchi only, to accommodate required number of candidates in each centre and to make seating arrangements of the Candidates and to ensure other necessary infrastructure for the proper conduction of the Examination. The Examination Centers should not be too far away from the High Court and should be well connected by public transport.
8. Setting of Model/Module passage for Typing Test after getting approval of the same from this Court.
9. Delivery of Examination materials at the Centers/Venues under proper vigilance by deputing sufficient number of supervisors and other competent personnel.

10. Providing the sufficient number of invigilators for conducting the exams on respective centers.
11. Packing and sealing of attendance sheets, admit cards, used and unused typing sheets under proper vigilance.
12. Evaluation of prescribed sheets.
13. Preparation of merit list of successful candidates and furnish the same to this Court in soft copy as well as in hard copy.
14. Issuance of Admit Cards to the eligible candidates to be called for Interview/Personality Test which will be conducted by the High Court itself.
15. Preparation of final Merit List, category-wise separately, i.e. General, SC, ST, BC-I (EBC/MBC), BC-II etc. for the post.
16. Handing over the application forms, typed copy, passage of typing etc. and result to this Court.
17. Any other allied work/s, related to the aforesaid recruitment process, till its finalization, assigned by the High Court from time to time.

For further information or query, if any, the interested Agency/Firm may contact the undersigned during the office hours from 11.00 AM to 4.00 PM on working days.

By order of the Court,

Sd/-
Registrar (Establishment) I/c