

**OFFICE OF THE DISTRICT JUDGE, BIRBHUM -CUM-
CHAIRMAN, DISTRICT RECRUITMENT COMMITTEE, BIRBHUM**

ENGLISH DEPARTMENT

No. 157

Dated Suri, the 17th day of January, 2022

The District Recruitment Committee (DRC), Birbhum by its resolution adopted in its meeting held on 12.01.2022 has decided to conduct the recruitment process by holding Staff Recruitment Examination, 2022 for filling-up various vacant posts of staff in Birbhum Judgeship for vacancies up to 31.12.2021 as separately notified *vide* Employment Notification No. 01 dated 15.01.2022 of the undersigned.

As per the resolution of the District Recruitment Committee, Birbhum, the undersigned hereby issues this Notice Inviting Quotations (NIQ) from bonafide and reputed agencies in India having sufficient experience to provide necessary assistance (including after delivery support) for conducting the abovementioned recruitment process under the guidance of the District Recruitment Committee, Birbhum.

The nature of work of the selected agency are illustrated, but not limited, to the Scope of Work mentioned below:

SCOPE OF WORK

- 1.** Development of web portal customised as per requirements of the DRC for enabling online submission of applications for different categories of posts, uploading of documents, signatures, photographs etc. The web portal must have adequate security certification and be SSL compliant and it should be sufficiently capable to handle high traffic and reliable in all respect.
- 2.** Ensure data retention for minimum of 3 (three) years after completion of the recruitment process;
- 3.** Creation of Administrator (Admin) level user for the DRC;
- 4.** Facility for online scrutiny of applications for various categories of posts and eligibility of candidates;
- 5.** Facility for online collection/payment of fees as per requirement of the DRC;
- 6.** Provision for online issuance/generation of admit cards;
- 7.** Generation of alerts at all stages through SMS and email;
- 8.** OTP based authentication (SMS/email);
- 9.** Dashboard for every level of User including Admin User for the DRC;
- 10.** Publication of results, generation of reports and other allied works (both front and back end);

Agencies having valid enlistment certificates, trade license, 3 (three) years of experience in conducting examination process of reputed organizations with proof of credentials and appreciation certificates (if any), past 3 (three) years income/turnover (audited) reports, income tax related credentials etc. may submit quotation within **25.01.2022** through email at the address < ***drcbirbhum@gmail.com*** > with full particulars and legible scanned copies of all supporting documents (in PDF format only). The originals may be required to be produced on demand of the District Recruitment Committee, Birbhum for verification.

No canvassing for selection of the agency in any form shall be entertained and the same would lead to outright rejection of the agency from consideration.

The discretion and decision of the District Recruitment Committee, Birbhum in the matter of selection of agency shall be final.

The District Recruitment Committee, Birbhum reserves the right to either select or reject any of the agencies submitting quotation without assigning any reason.

Mere submission of quotation would not confer any right upon the agency for being selected for the work.

Let this notice be published in the Notice Board and the official websites of Birbhum Judgeship, Birbhum District and the Hon'ble High Court at Calcutta for information of all concerned.

Sd./- S. Basu

District Judge, Birbhum -cum- Chairman,
District Recruitment Committee, Birbhum