

OFFICE OF THE CHAIRMAN,
DISTRICT RECRUITMENT COMMITTEE, PURBA MEDINIPUR JUDGESHIP
- CUM -
DISTRICT JUDGE, PURBA MEDINIPUR

TENDER NOTICE

Notice No. 72/24

Dated, Tamruk, the 26th day of April, 2024.

NOTICE FOR SELECTION OF SERVICE PROVIDER FOR FACILITATING VARIOUS WORKS OF RECRUITMENT PROCESS OF DIFFERENT CATEGORIES OF COURT STAFF IN PURBA MEDINIPUR JUDGESHIP.

Sealed Quotations are hereby invited from the reputed Service Provider having sufficient credentials and experience of conducting recruitment examination of Court staff for following assignments :

- 1) Preparation of customized secure and dedicated website along with secure database to receive ONLINE applications having facilities for uploading scanned recent photograph and signature of the applicants.. The website will have the facilities for linking with the website of the nominated Banks for receiving application and examination fees.
- 2) Preparation of list of eligible candidates post-wise.
- 3) Preparation of list of ineligible candidates post-wise along with reasons of ineligibility.
- 4) Preparation of Admit Card upon receipt of venue information from District Recruitment Committee (D.R.C.), Purba Medinipur Judgeship for eligible candidates which can be downloaded by the candidates from the website. Intimation over generation of Admit Cards through system generated SMS advising the candidates for downloading the same.
- 5) Preparation and printing of photo attendance sheets containing image, scanned signature of the applicants and the number of any ID proof issued by the Govt. of India mentioned in the applications by the candidate.
- 6) Preparation and printing of venue-wise seating chart upon receipt of information from D.R.C. of Purba Medinipur Judgeship.
- 7) Preparation, printing and supply of bench stickers containing Roll number, information of candidates venue-wise.
- 8) Preparation and printing of OMR sheets.
- 9) Scanning of used OMR sheets at the place provided by the D.R.C., Purba Medinipur Judgeship and generation of post-wise, category-wise Merit list.
- 10) Preparation of call letters (upon receipt of venue information from the District Recruitment Committee, Purba Medinipur Judgeship) for subsequent stage of examinations/interview for short listing candidates and such call letters can be downloaded by the eligible candidates from the website. Intimation over generation of Admit Cards through system generated SMS advising the candidates for downloading the same.
- 11) Submission of various reports as per requirement of District Recruitment Committee, Purba Medinipur Judgeship and any other assignments given by the District Recruitment Committee, Purba Medinipur Judgeship at any time during recruitment process.

Sealed quotations in favour of “The Chairman, District Recruitment Committee, Purba Medinipur Judgeship” should reach the office of the English Department, District Judge’s Court, Purba Medinipur at Tamluk within office hours of **20th day of May, 2024**.

The quotations will be opened on **22nd May, 2024** in presence of the Chairman and other Members of the District Recruitment Committee in the Official Chamber of the District Judge, Purba Medinipur at Tamluk.

The applying agencies/ service providers are to present a demonstration of the process before the Committee on any day between **15th May, 2024** to **21st May, 2024** except holidays at their own cost. For fixing up a date of demonstration suitable to the applying agency/service provider, they may call the Sheristadar, District Judge’s Court, Purba Medinipur on Mobile No. **9932102252**.



Chairman,
District Recruitment Committee,
Purba Medinipur Judgeship
- cum -
District Judge,
Purba Medinipur
Chairman
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Purba Medinipur Judgeship at Tamluk