



Government of West Bengal
Office of the District Magistrate
(Panchayat & Rural Development Section)
Jalpaiguri

NOTICE

Subject: Expression of Interest for the Selection of Agency for Conducting Online Recruitment to the Vacant Posts at Gram Panchayats and Panchayat Samities under the District of Jalpaiguri.

Expression of Interest is hereby invited from *reputed and experienced* Agencies for digitalization & maintenance of entire Online Recruitment for **Jalpaiguri District** in connection with the **Panchayat Recruitment Examination 2016** by providing software support both in back end and front end. The Agency shall have to bear sole responsibility for all activities pertaining to Online Recruitment Process. The agency shall have adequate expertise in the said field and shall provide atleast two (2) testimonials on software development.

Timeliness is the essence of this contract. The Agency who can conduct in the shortest span of time and having expertise in handling similar work in past will be preferred. Credential/Experience Certificate of the earlier assignments to be enclosed along with EoI.

The Scope of work involves:

- Online Registration.
- Customization of Online Application forms as per validation and parameters stipulated by the District Magistrate & Chairman, DLSC, Jalpaiguri.
- Checking the Eligibility of applicants.
- Receiving Online Examination Fee.
- Examination Centre allocation considering the convenience of the candidates on randomly basis.
- Online Hall Ticket generation.
- Generation of soft copy of attendance sheet.
- Generation of online admit cards for candidate.
- Auto generated e-mails & SMS to applicants, displaying the status of applicants.
- Preparation of OMR Sheet and Evaluation.
- Generation of interview letter.
- Preparation of Online Result Sheet.
- Providing absolute security software in networking systems and to provide a highly sanitized system for the entire process by admin access to District Authority as preferred by the District Magistrate/Additional District Magistrate (Panchayat).
- The above objectives are only indicative and not exhaustive and the undersigned reserves all right to include or exclude any activity for successful completion of the e-recruitment process.

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- Provide the database, results and reports as per the requirement of the Authority.
- No copy of data would be retained by the Agency after proper handover with checking of data to designated Authority of this establishment.
- The interested Agencies may send their Expression of Interest with rate under sealed cover, addressed to the **DPRDO & Member Secretary, DLSC, 1st floor, Office of the District Magistrate, Jalpaiguri, PO& Dist. Jalpaiguri. PIN. 735101** either through a representative or through registered / speed post/ courier.
- The selected Agency will have to complete their preparatory work by **5.12.2016** so that this office may be able to publish online formal notification by **8.12.2016**.
- The DLSC reserves all right to select or reject any agency. Final Payment shall be made after successful and timely completion of the work.
- **All participating agencies shall technically demonstrate a similar programme on 29-11-2016 at 3:00 p.m. before the technical committee at the office Chamber of the Additional District Magistrate (Development), 1st Floor, Office of the District Magistrate, Jalpaiguri**

**Additional District Magistrate (Panchayat)
Jalpaiguri.**

Memo. No. 1141(5)/P&RD

Dated: 23/11/2016

Copy forwarded for information to:

1. The Special Secretary to the Government of West Bengal, P&RD Department.
2. The Commissioner, P&RD Department, Government of West Bengal.
- 3-4. The Sub-Divisional Officer, Mal/Sadar Sub-Division, Jalpaiguri.
- ✓ 5. The District Informatics Officer, Jalpaiguri. He is requested to upload the notice in the Official website for wide publicity.
6. The CA. to the District Magistrate.

**Additional District Magistrate (Panchayat)
Jalpaiguri**