

**OFFICE OF THE CHAIRMAN, DISTRICT RECRUITMENT COMMITTEE-2016
AND
DISTRICT JUDGE, NADIA**

Memo No. / II-1

Date: 08-03-2016

To,

The Learning Spiral Private Ltd.
3A Auckland Place,
5th Floor, Room No. 5B
Kolkata- 700017

WORK ORDER

With Reference to your quotation dated 24-02-16 as against the Tender Notice No. 78 dated 17-02-16 of this office, the rate specified by you for doing the job of recruitment process i.e. receiving on line application for recruitment in different post of this judgeship, Scrutiny of those applications including scanning of the documents on line, generation of admit cards, attendance sheets and supply of OMR answer sheets and processing of OMR sheets in office, being lowest this work order is being issued to you to do the jobs at the specified time given in the table below.

Quantity (Number of applications)	Rate for the job	Remarks	Additional point
For number of applications below 10000	Rs 9.00 per application	This rate include the charge for sending SMS to all eligible candidates.	Help Desk is required to open for the candidates for troubleshooting.
For number of application 10000 and above.	Rs 6.93 per application	This rate include the charge for SMS to all eligible candidates.	Do

Scope of Work – The above rate include the following works:

**Receiving of On Line applications for different category of posts.
Scanning of those applications including scanning of documents of the candidates.
Generation of On line based Admit Cards of the eligible candidates.
Preparation of rejection list of the candidates.
Sending SMS to the eligible candidates time to time.
Preparation of Attendance sheets of the candidates.
Preparation of OMR sheets, design of OMR shall be provided form the office.
Scanning and evaluation of Valid OMR Answer sheets,
Generation of Merit list under different category.**

TERMS AND CONDITIONS OF THE WORK ORDER ON PART OF AGENCY:

- 1) To take arrangement of On line portal for receiving applications.
- 2) To take arrangement of portal/module for scrutiny of applications/documents of candidates.
- 3) To make module for payment gateway for payment of examination fees both off line and on line.

(2)

- 4) Printing of OMR sheets with coding/decoding pattern as per design.
- 5) Portal/module shall be prepared in such a way so that this office can monitor the work of agency.
- 6) Day to day Back up of number of applications etc.to be provided to the office.
- 7) Regarding on line application an administrative log is also to be provided by the authority for verification of records and random checking during the receiving of application phase.
- 8) The on line portal be made ready within seven (7) days from the date of issue of work order so that invitation of applications can be initiated as soon as publication of advertisement.
- 9) Proper identity card is to be issued to the staff engaged for this purpose.
- 10) Scanning and processing of each OMR sheet with back up of scanning sheets.
- 11) Scanner and other accessories related to the work to be supplied from your end.
- 12) **Secrecy is to be maintained strictly. Any breach of secrecy shall be dealt with as per law.**
- 13) Preparation of category wise result of written test and hand over the same to the undersigned soon after its completion.
- 14) IT/ST will be deducted at source.
- 15) The undersigned shall reserve its right to cancel this work order in the event of any breach of terms of Tender Notice/Scope of work by the Agency.
- 16) Payment in this regard will be made after completion of process /as per your quotation.
- 17) To keep touch with SBI, Krishnagar Branch so that any dispute of payment by candidates can be resolved from your end.

Sd/-S. Brahma

CHAIRMAN
DISTRICT RECRUITMENT COMMITTEE
AND
DISTRICT JUDGE, NADIA.

Memo No. 583/1/II-1 dated : 08.03.2016

Copy forwarded for information to :

- ✓ 1) The DIO, NIC, Nadia – with request to extend his cooperation for adding the web site of the agency with the web site of this judgeship so that candidates can use any of the web site at the time of submitting application on line.


CHAIRMAN
DISTRICT RECRUITMENT COMMITTEE
AND
DISTRICT JUDGE, NADIA.

Memo no 483

dt - 10/03/2016

Redirection D.I.O. Nadia.


District Sub-Registrar
Nadia. 10/3/16