ACTIVITIES REQUIRED TO BE OUTSOURCED FOR THE RECRUITMENT OF DY. ENGINEERS (SHORT TERM) ON ALL INDIA BASIS

1. PRE-WRITTEN TEST ACTIVITIES:

1.1 WEB HOSTING

Arrangements for web hosting server, server space and sufficient bandwidth for accessing advertisement on website and submitting applications.

➢ Place the required advertisement for Deputy Engineers (Short Term) recruitment, including eligibility criteria, general instructions and various formats to be used by applicants..

➢ Design, develop and host an online application format to enable applicants to apply online.

➢ Generate confirmation acknowledgement with application no. for candidate for his / her future reference of all valid applications.

➢ Receiving and storing online applications in a database.

1.2 DATA PROCESSING

Download and Process (Screen) applications for ...

➢ Eliminate and generate duplicate record list if any....

➢ Eliminate and generate rejected / error record list with reasons for rejection.

➢ Generate Roll No. for all valid applications.

➢ Place hall tickets of all eligible candidates on the website with the provision for candidates to access (through query mode only), download and print the hall tickets to enable candidates to bring hall tickets for the written test.

➢ Printing of different reports like attendance sheet, list of candidates in alphabetical order, Roll No. wise, disciplinewise or / and centrewise list of candidates based on requirement at any point of time during the entire recruitment process.

➢ All the queries / clarification sought by applicants should be by e-mails only. For this purpose dedicated mail-id's will be provided. All clarifications should be attended to and replied by e-mail within 48 hours and a daily report is to be furnished to BEL in this regard.

➢ Receipt of Demand Drafts for BEL for the prescribed amount from GEN/OBC applicants and arrangements to deposit the same to BEL A/c immediately thereafter (details regarding the BEL A/c will be intimated). Periodic report to be submitted to BEL in this regard.

2. WRITTEN TEST MANAGEMENT:

FULL PROCESS :

- Set question paper (bilingual i.e. in Hindi and English) for Electronics and Mechanical disciplines.
- Design and printing of OMR sheets.
- Printing of required number of written test papers (4 series in each discipline) with answer sheets and packing the same as per requirement (as per seating plan in each written test centre).
- The program used for scanning of OMR sheets shall have provision for detecting errors like double and light marking etc.,

3. CONDUCTING OF WRITTEN TEST AND OTHER RELATED ACTIVITIES:

- Selection of written test centres in 5 locations viz. Bangalore, Delhi, Kolkata, Mumbai and Guwahati to accommodate all eligible applicants.
- Printing of centre wise list of applicants and other required list. In addition printing guidelines for conducting the written test, instructions for invigilators and centre superintendents, seating arrangements at each centre and attendance sheets for use at the test centre.
- Handling test centre activities such as appointment and briefing of centre superintendent and posting of invigilators and other staff for each centre (in proportion to the seating capacity and the applicants allocated to the centre).
- Delivery of sealed question papers and answer sheets in advance to the centre superintendent one day before the written test.
- On completion of the written test, question papers, answer sheets (OMR), admit cards and attendance sheets to be collected, sorted, tallied, arranged, packed and sealed separately under the supervision of the centre superintendent and transported to the place of evaluation.

4. POST WRITTEN TEST ACTIVITIES :

- Open sealed answer sheets and tally with the attendance sheets to check for errors.
- Double scanning of answer sheets to eliminate errors.
- Random manual checking of answer sheets.

➢ Provide checklist of error records and list of absentees disciplinewise and centrewise.

➢ After evaluation, generate rank list of candidates in each discipline / each category (GEN/SC/ST/OBC) and other reports based on requirement (Guidelines in this regard to be followed).

➢ Details of all candidates (eligible / not eligible) in the order of merit indicating name, roll number, written test centre, written test marks and other details as decided, to be handed over to BEL (in both hard and soft form).

5. ACTIVITIES RELATED WITH INTERVIEW :

➢ Publish list of candidates short listed for the interview (categorywise, disciplinewise) on the web (in query fashion, generated based on Roll No. and followed by application number) and furnish the same to BEL.

➢ Place interview call letters of candidates shortlisted for the interview and also dispatch the call letters through conventional mail (under certificate of posting) to candidates who are shortlisted for the interview.

➢ All data pertaining to all applicants is to be handed over to BEL on a CD after completion of the recruitment.

FORMAT FOR SUBMISSION OF FINANCIAL QUOTATION
RECRUITMENT OF DY.ENGINEERS (SHORT TERM)

SI No.	Activities (Ref : Annexure-I for details)	Fixed charges	Variable charges per application
1	Data Processing		
2	Pre Written Test Management :		
3	Conducting of written test and other related activities		
4	Post written test activities		

SI No	Activities	Charges
5	Activities related with interview	

FORMAT FOR SUBMISSION OF FINANCIAL QUOTATION
RECRUITMENT OF DY.ENGINEERS (SHORT TERM)

A. PRE-WRITTEN TEST ACTIVITIES

Sl. No.	Activities (Ref : Annexure-I for details)	Fixed charges	Variable charges per application		
			First 10,000	Above 10,000 to 20,000	Above 20,000
1	Web hosting				
2	Data Processing				

B. WRITTEN TEST (WT) & POST-WRITTEN TEST ACTIVITIES

Sl. No.	Activities (Ref : Annexure-I for details)	Fixed charges
1	Design and Printing of OMR sheets	
2	Post written test activities	

C. ACTIVITIES RELATED WITH FINAL RESULTS

Sl. No.	Activities (Ref : Annexure-I for details	Fixed charges

D. OTHER CHARGES, if any (PLEASE FURNISH DETAILS)   Rs. _____

Details : _____

E. TAXES, if any (WITH DETAILS)   Rs. _____

Details : _____

GRANT TOTAL (A + B + C + D + E) :   Rs. _____

PAYMENT SCHEDULE (PLEASE INDICATE DETAILS)

Sl. No.	Activities	Payment