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27/06/17

File No-5/Trg.(Post Creation)-155/2016-

Govt. of Jharkhand

Department of Labour, Employment & Training

Directorate of Employment & Training, Jharkhand, Ranchi

Invitation for Expression of Interest (EOI)

Sealed offers are invited from reputed, experienced and financially sound firms who have done at least one recruitment process work in last three years, for arrangement of data entry process work and preparation of merit list for recruitment for the post of Principal, Trade instructor and LDC on contractual basis, as per following terms and conditions: -

1. Scope of Work:-

(A) Collect offline application forms (Sixteen Thousand Nine Hundred fortyfive) from Niyojan Bhawan, Hehal, Ranchi.

(B) Scanning of applications including all enclosures.

(C) Preparation of master data as per terms and conditions in approved design sheet for Principal in 26 Fields, for Trade Instructors in 39 Fields & for LDC in 29 Fields.

(D) Scrutinize and process the applications as per approved guideline by the Department.

(E) Preparation of merit list of eligible candidates.

(F) Preparation of list of rejected applications specifying reason/reasons of rejection.

(G) The merit list & the list of rejected applications with reason/reasons of rejection will be uploaded on the Website: www.niyojanprashikshan.nic.in and objections from applicants will be invited within a stipulated time period.

(H) After disposal of objections, if any, final merit list and all related documents shall be returned/handed over to the Director, Directorate, Employment & Training, Jharkhand, Room No-19, Nepal House, Doranda, Ranchi in sealed packets in both soft and hard copy.

(I) Agency will have to conduct typing test for the post of LDC as per guideline. For this purpose, 2.5 times of the number of vacancy of LDC will be called from the merit list.

2. Confidentiality of documents to be maintained by the Agency. The Agency would at all times conduct the activities with transparency and integrity that includes maintaining integrity in all the process. The Agency shall not, without prior written consent of Directorate, Employment and Training, Jharkhand, Ranchi at any time divulge or disclose to any person or use for any purpose unconnected with the Proprietary Material except to their respective Officers, Directors, Employers, Agents, Representative and Professional Advisors on a need to know basis or as may be required by any law, rule regulation or any judicial process.

3. **Consultancy Charge:-** The agency shall quote their comparative rates describing the amount involved for all processes.

4. **Time frame:-** Time frame for completion of all work, up to preparation of master data bank and merit list and handing over the same to the Department shall be two months after letter of award given to the agency.

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5. **Earnest Money Deposit:-** Demand Draft of Rs. 20,000/-(Twenty Thousand only) in favour of Director, Directorate, Employment & Training, Jharkhand, Ranchi, Payable at Ranchi.


6. **Document to be submitted with the EOI:-**

(A) Incorporation certificate under Indian company Act 1956/the Partnership Act 1932, (B) PAN Card, (C) Service Tax Registration, (D) Balance sheet of last three years, (E) Experience certificates of one recruitment process work in last three financial years in Govt./Semi Govt./CPSU/SPSU/ reputed private sector organization.

The agency shall submit offer in two parts- (1) Technical part, and (2) Financial part in two sealed envelopes separately, kept in a sealed big envelop with the heading "EOI for recruitment process for Directorate of Employment and Training, Govt. of Jharkhand."

7. Offer should reach to this office latest by 05:00 P.M. on or before 14-07-2017 to the office of the Director, Employment and Training, Jharkhand, Room No-19, Ground Floor, Nepal House, Doranda, Ranchi.

8. Directorate, Employment & Training, Jharkhand reserve the right to reject any/all offers without assigning any reason thereof.


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Director
Employment and Training,
Jharkhand, Ranchi.

(A) Collect and check application forms (Marked Demand Five Hundred for...
(B) Typing of applications including all enclosures.
(C) Preparation of master data as per format and conditions in...
(D) Shortlist and provide the applications as per approved guidelines by the Department.
(E) Preparation of merit list of eligible candidates.
(F) Preparation of list of rejected applications specifying reasons of rejection.
(G) The merit list & the list of rejected applications with reason, reasons of rejection will be uploaded on the Website... and objections from applicants will be invited within a stipulated time period.
(H) After disposal of objections, if any final merit list and all related documents shall be returned/handed over to the Director, Directorate, Employment & Training, Jharkhand, Room No-19, Nepal House, Doranda, Ranchi in sealed packets in both soft and hard copy.
(I) Agency will have to conduct typing test for the post of LDC as per guidelines. For this purpose, 2.5 times of the number of vacancy of LDC will be called from the merit list.
2. Confidentiality of documents to be maintained by the Agency. The Agency would at all times conduct the activities with transparency and integrity that includes maintaining integrity in all the process. The Agency shall not, without prior written consent of Directorate, Employment and Training, Jharkhand, Ranchi at any time divulge or disclose to any person or use for any purpose unconnected with the Proprietary Material except to their respective Officers, Directors, Employees, Agents, Representative and Professional Advisors or as need to know basis or as may be required by any law, rule regulation or any judicial process.
3. **Consultancy Charge:-** The agency shall quote their comparative rates describing the amount involved for all processes.
4. **Time frame:-** Time frame for completion of all work, up to preparation of master data bank and merit list and handing over the same to the Department shall be two months after letter of award given to the agency.