

**NOTICE FOR SELCTION OF SERVICE PROVIDER FOR FACILITATING
VARIOUS WORKS OF RECRUITMENT PROCESS OF DIFFERENT
CATEGORIES OF COURT STAFF IN UTTAR DINAJPUR JUDGESHIP.**

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

- 1) Preparation of customized secure and dedicated websites 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 D.R.C., U/D 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 Uttar Dinajpur Judgeship.
- 7) Preparation, printing and supply of bench stickers containing Roll number, information of candidates venue-wise.
- 8) Preparation and printing of A4 size doubly secret coded perforated OMR sheets.
- 9) Supply of OMR sheet venue-wise (in lots of 100) and doubly secret coded and perforated answer book, blank sheet for taking dictation in respect of examination for Stenographer and answer book for Part-II examination in respect of examination for L.D.C. to the D.R.C., U/D Judgeship before one or two days of Preliminary Examinations.
- 10) Scanning of used OMR sheets at the place provided by the D.R.C., U/D Judgeship and generation of post-wise, category-wise Merit list.
- 11) Preparation of call letters (upon receipt of venue information from the D.R.C., U/D Judgeship) for interview/ subsequent stage of examinations 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.

(2)

- 12) Submission of various reports as per requirement of D.R.C., U/D Judgeship and any other assignments given by the D.R.C., U/D Judgeship at any time during recruitment process.

Sealed quotations in favour of “The Chairman, District Recruitment Committee, Uttar Dinajpur Judgeship” should reach the office of the English Department of the District Judge, Uttar Dinajpur at Raiganj within 17th of day of February, 2024.

The quotations will be opened on 20th day of February, 2024 in presence of the Chairman and other Members of the District Recruitment Committee in the Office Chamber of the Id. District Judge, Uttar Dinajpur at Raiganj.

Both the Judges-in-charge of Nezarat, Civil Courts, Raiganj and Islampur be requested to cause display of the instant notice in the Office Notice Board of their respective stations.

The System Officer under eCourts Project, Uttar Dinajpur Judgeship is directed to upload the tender notice on the official website of Uttar Dinajpur Judgeship.


Sd/-
Member-cum-Convener,
District Recruitment Committee,
Uttar Dinajpur Judgeship
-cum-
C.J.M.,
Uttar Dinajpur at Raiganj

Memo No. **02 (3)** / D.R.C.

Dated. **07.02.2024**

Copy forwarded for information and taking necessary action to:-

- 1-2. The Judge-in-charge of Nezarat, Civil Courts, Raiganj/ Islampur, U/Dinajpur.
3. The System Officer under eCourts Project, Uttar Dinajpur Judgeship.


Member-cum-Convener,
District Recruitment Committee,
Uttar Dinajpur Judgeship
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