

QUOTATION NOTICE

Sealed quotations are invited from the bonafide service providers for undertaking outsourcing work for the recruitment of non-teaching employees in this University. This University is going to recruit some non-teaching employees (Gr-C & Gr-D) for which advertisement has been made and the University authority has received applications from the aspiring candidates.

Interested service providers are requested to send detailed offer letter. The following tasks are to be performed by the service providers:

- 1) Total number of candidates (both categories) - 5000 (aprx).
- 2) To process these applications and to send call letters for the screening test (written) to all the candidates.
- 3) To hold the Screening Test (Written) for these candidates.
- 4) To prepare merit list on the basis of screening test.
- 5) To send interview letters to all selected candidates.

Interested service providers are to quote their fees for the above-mentioned services.

Professional secrecy will have to be maintained. Any violation of the same will be treated as per law. An undertaking will have to be submitted by the selected service provider.

Last date of submission of quotation – 7th September,2015

To the Registrar,
Cooch Behar Panchanan Barma University,
Pundibari Campus, Cooch Behar – 736101.