



TENUGHAT VIDYUT NIGAM LIMITED

RksuÄkV fo | r fuxe fyfeVM

(A GOVT. OF JHARKHAND UNDERTAKING)

CIN U40101JH1987SGC013153

HINOO, DORANDA, RANCHI-834002, JHARKHAND

(TEL: 0651-6900252, Fax 0651-2253841)

Letter No: - 2045/2015-16

Dated: -30.01.2016

SHORT NOTICE

(For recruitment agency)

Sealed offer is invited from reputed, experienced and financially sound firms for engagement as consultant for appointment of employee in Tenughat Vidyut Nigam Limited against sanctioned and vacant posts as per following terms & conditions: -

1. SCOPE OF WORK

- i. Inviting the on line/offline applications from candidates in the proper format, to be prepared by the agency.
- ii. Receiving the soft/hard copies of the applications from the candidates.
- iii. Punching and compiling the data of all candidates, checking the eligibility and short listing of the eligible candidates.
- iv. Preparation and Issuance of Admit cards through online.
- v. Planning, designing and printing of questionnaires and OMR sheets for candidates.
- vi. Identification and fixing of the examination centers at Ranchi as per requirement.
- vii. To conduct written test at Ranchi.
- viii. Evaluation of OMR sheets.
- ix. Preparation of the category wise merit list.
- x. Issuance of merit list/interview letters for conducting interviews.
- xi. To conduct Interviews.
- xii. Preparation of Final Result and handing over the same to TVNL.

2. Time Frame: Time Frame for completion of all works up to preparation of final result & handing over the same to TVNL shall be 03 (Three) months after letter of award to the agency.

3. Consultancy Charges: - The Agency should quote their competitive rates describing the amount involved for every stage of the process.

4. Documents: All supporting documents along with experience certificate of last 03 (three) financial years in Govt./Semi Govt./CPSU/SPSU/Reputed Pvt. Organization for recruitment has to be submitted with the offer.

5. Offer should reach this office latest by 2.00 P.M. on or before 15.02.2016.

6. TVNL reserves the right to reject any or all offers without assigning any reason thereof.

Sd/-
(B. Singh)
HOD (HR)