

जम्मू केंद्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF JAMMU

Rahya-Suchani (Bagla), District Samba-181143, Jammu (J&K)  
Ph: 01923-249 643 & Website: www.cujammu.ac.in



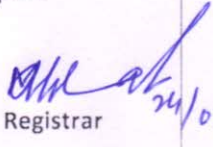
EXPRESSION OF INTEREST

The University intends to hire the services of an agency having expertise and experience in conducting written test for recruitment for different Non Teaching positions (Group B & C Non-Gazetted) at University Campus.

The Interested agency may submit the sealed bids under Two bids system, **Technical Bid** (to set question papers, conduct of tests, evaluation, prepare result, brief about the firm including registration details etc) and **Financial Bid** (price per post per candidate etc.) to the Office of Deputy Registrar (Administration), Central University of Jammu, Rahya-Suchani (Bagla), District Samba – 181143, Jammu (J&K). **Detailed EOI can be downloaded from the University website.**

Last date for receipt of sealed bids: 14.02.2017 by 3:00 p.m.  
Date of opening of Technical bid: 14.02.2017 at 3:30 p.m.  
(in presence of the bidders)

No. CUJ/Admin/10-12(Advt.Rect.)-3/2016/69  
Date: 24.01.2017

  
Registrar

जम्मू केंद्रीय विश्वविद्यालय  
**Central University of Jammu**

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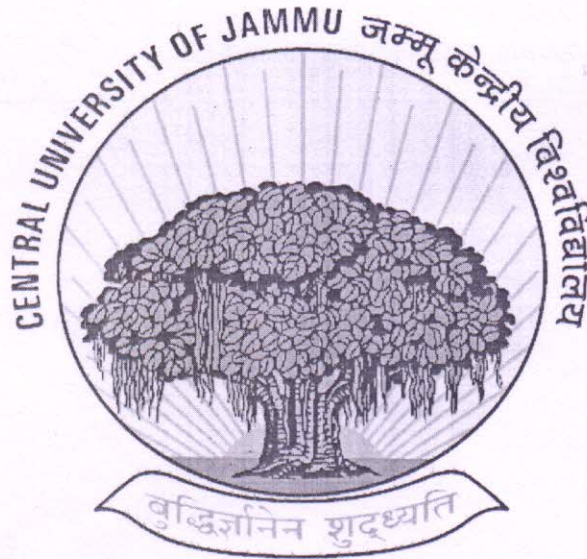
No. CUJ/Admin/10-12(Advt.Rect.)-3/2016/69

24<sup>th</sup> January, 2016

Cost of EOI document: **Rs. 1,000/-**

Issued to: **M/s.**

**EXPRESSION OF INTEREST AND REGISTRATION OF FIRMS FOR CONDUCT OF  
WRITTEN TEST FOR VARIOUS NON TEACHING POSITIONS OF THE CENTRAL  
UNIVERSITY OF JAMMU**



Last date and time to submit the bids

: **14.02.2017 by 3.00 p.m.**

Date and time of opening of Technical bid at University  
Campus, Rahya-Suchani (Bagla), District Samba-181143,  
Jammu (J&K), Ph: 01923 – 249643

: **14.02.2017 at 3.30 p.m.**  
(in presence of the bidders)



## **Background:**

1. The Central University of Jammu is established under The Central Universities Act, 2009 (No. 25 of 2009) read with The Central Universities (Amendment) Act, 2009 (No.38 of 2009).
2. In pursuance of the guidelines issued by the Government of India with regard to discontinuation of Interviews at Junior level posts upto Group B(Non-Gazetted) and adoption of the same by the University, the University has decided to conduct Written Test for approximately 18 positions of Group B and Group C posts advertised under Notification No. 17 of the University. The University has received approx 1000 forms for the said 18 posts and the Screening/Scrutiny of forms is under process. The eligible candidates after screening of forms would be called for written test. Keeping in view the Headquarters of the University, the University intends to conduct the **written test in Jammu**. Therefore, the proposals (Technical Bid and Financial Bid) are invited in separate sealed covers with complete profile from the Registered Agencies. The proposal should reach to the Office of **Deputy Registrar (Administration)**, Central University of Jammu, Rahya-Suchani (Bagla), District Samba – 181143, Jammu, J&K, latest by **14<sup>th</sup> February, 2017 upto 3:00 pm**.

### **3. MANDATORY REQUIREMENTS (Technical Bids):**

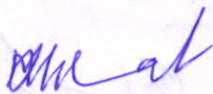
- The Agency incorporated in India and registered with competent Authority.
- The Agency should be registered in India for providing such services.
- Registered with the Service Tax Authorities & should have been operating for the last three years.
- The Agency should be profit making company having earned profit, for last three years.
- The Agency should have substantial expertise in conducting national level offline examination and should have minimum three years relevant experience.
- Capacity to conduct the exam in Hindi, English and in Regional Language (indicate the name of languages).

### **4. METHODOLOGY OF WRITTEN TEST**

As provided under Cadre Recruitment Rule, while filling the posts under direct recruitment, the University may hold the written tests for Group "A" "B" "C" Non-Teaching posts to be decided by the competent authority. The written tests may comprise language proficiency in English, General Knowledge, Analytical Ability, Concerned Subject, University System, Central Universities Act, 2009, Statutes and Ordinances, Office Procedures, Filing, Noting, drafting, Basic GoI Rules etc. or any other subject or professional test depending upon the exigency of service and job requirements as per approval of the Competent Authority.

The criteria to assign appropriate weightage to written test, skill/trade test and interview (wherever applicable) will be decided by the competent authority.

The University reserves the right to accept or reject the proposals without assigning any reasons.





## 5. THE RESPONSIBILITIES OF THE AGENCY:

The agency shall be responsible for conduct of the written, proficiency/skill/trade test as desired by the University. The University reserves the right not to entrust any or a part of the test to the agency and may take services of some other agency. The mode of examination shall be offline, as may be decided by the University.

1. The medium of examination will be English and/or Hindi/ Regional language, as mutually agreed.
2. There will be multiple choice questions (MCQs)/subjective question paper as approved by the University.
3. There will be no provision for negative marking for wrong answers. In offline mode, every next candidate shall get different set of paper.
4. As decided by the University, the agency shall schedule Examinations at dates fixed.
5. The Agency shall be responsible for the following activities for conducting written test as mentioned below:-
  - i. Finalization of important dates such as date of examination, date of declaration of result etc. to be done by University.
  - ii. Allotment of date and time of examination.
  - iii. The agency shall provide sufficient staff to hold the examination online and offline.
  - iv. Preparation & Release of hall tickets / admit cards.
  - v. Preparation of Question Bank.
  - vi. Conduct of offline examination.
  - vii. Preparation of result. The result so prepared shall be submitted to the University which shall declare the same after having approval of the competent Authority.
  - viii. Any other activity for successful completion of examination.
  - ix. All activities should be taken into account in calculating the cost per unit.
6. The Agency shall ensure smooth conduct of examination at all centres for that proper backup and prior necessary preparation should be done.
7. The Agency will ensure that the necessary security controls and measures in respect of the equipments/infrastructure are provided to candidates and properly maintained. It would be the responsibility of the agency to maintain the integrity and sanctity of the test environment at all centres.
8. The Agency would also provide Results at the earliest as desired by the University.
9. The Agency would take responsibility in case there is any leakage of exam question papers, to maintain confidentiality at all levels.

## 6. Schedule of Tender:

i.	Last date of receipt of EOI at University campus, Rahya-Suchani (Bagla), District Samba	:	14.02.2017 (15:00 hrs)
ii.	Date of opening of EOI (Technical bids only) in presence of the bidders	:	14.02.2017 (15:30 hrs)
iii.	Date of opening of Financial bids of technical qualified firm only) in presence of the bidders	:	Will be intimated / uploaded on website

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