

Annexure B

West Bengal Health Recruitment Board(WBHRB)

Eligibility Criteria

1. The Agency must have at least five years experience in conducting on line recruitment process ;
2. The Agency must have the capacity to process applications and must have experience of registration through on line applications, as well as offline applications, processing such applications and submission of final merit list of selected candidates ;
3. The Agency must be capable of undertaking the job for pre-processing examination work, like printing/supplying/uploading of interview call letters, attendance sheets with photo, registration number, name etc., document verification sheet, interview score sheet, tabulation sheet etc. ;
4. The Agency must have successfully completed recruitment work for Government Departments/Central PSUs/State PSUs/ State Government and at least three such orders will have to be executed during last three financial years ;
5. They must have sufficient infrastructure for processing applications on line through IT infrastructure, competent and technically/professionally qualified manpower of required number for conducting selection process involving minimum 5000 or more applicants ;
6. An unregistered Partnership/Firm or Society shall not be eligible to apply ;
7. The Agency, during the entire period of contract, place in position a core team consisting minimum one key personnel(web master) who is professionally qualified in the respective field and well experienced in recruitment process and two data entry operators. The Agency, on being selected, shall furnish the details of the core team with their name, designation, qualification and contact no. to the WBHRB. The core team so engaged shall remain unchanged throughout the period of a particular recruitment process ;
8. Out sourcing of any job at any stage of recruitment by the agency, on being selected, without permission of WBHRB authority is strictly prohibited ;
9. Outsourcing agencies, man power hiring agencies, consortium etc. are not eligible to take part in selection ;
10. Selection will be done strictly as per eligibility criteria. Interested agencies are requested that they must satisfy all the eligibility criteria before applying for selection ;
11. **Data processing and verification centre of the agency must be situated in Kolkata ;**
12. The selection shall be valid for a period of one year from the date of selection. Terms of selection may be extended by suitable period on same terms and conditions subject to decision and approval of competent authority ;
13. WBHRB, may, at any point of time without assigning any reason, cancel the selection without any liability by giving 30 days notice.
14. Application shall be made in the given format, enclosed herewith as **Annexure C**.