

Annexure A

Website of West Bengal State health recruitment Board (WBHRB) & Application Software's running on that website & Related issues

Scope of Work :

- **Continuation & maintenance of Static Web-site of WBHRB** (including hiring of hosting server with IP address and domain name) with necessary uploading of data as required from time to time. The Server shall be the State Data Centre and the domain shall be with either .gov.in or .nic.in.
- **Installation and development of new application software of dynamic Web-site of WBHRB** for online receiving with auto generated SMS / email confirmation ; filtering each items; compilation-calculation of data as per requirement, issuance of admit card/ call letter with necessary uploading of data like notices/ instructions etc. as required from time to time.
- Shall obtain **Web-Security Certificate** from the appropriate organization.
- 15days counted from the 1st. day of online registration should be allotted for receiving-processing the applications from the candidates through the web-site of the WBHRB and 7 more days to be given for deposition of fee in GRIPs and further 2 days for complete submission of Form.
- On completion of above mentioned time-frame the Agency shall undertake **the entire pre-processing examination works** which include Scheduling for interview/ examination dispatching call letters including offline data capturing, Photo scanning, data base generation , scrutiny , document management, data processing, Admit card designing, printing of individual files/ attendance sheet/ verification sheet/ interview score sheet etc as per requirement.

- The Agency shall **scrutinize all the applications & other accompanying documents** strictly as per qualifications, age etc laid down in the advertisement and also to prepare a data base of eligible candidates separately for each of the category of posts entrusted to them. The abovementioned data base in a CD shall be provided to the WBHRB authority for necessary perusal. The agency shall also arrange for necessary data base for candidates of reserved categories like SC/ST/OBC/PH separately. And other activities as required for **preparation of final merit list. All post processing works shall be completed within one month of finishing Interview/ Examination. The Agency shall provide two sets of hard copies along with CD of the final merit list.** The agency shall **provide manpower for the above stated work** (scrutinizing all the applications & other accompanying documents), as and when needed.
- The Agency shall have ITES infrastructure and availability of desired level of Technical expertise, Full proof process flow, **confidentiality, accuracy** of processed output and Timeliness.
- Dash board need to be provided for viewing the pattern of registration.
- The agency has to provide required number of **on-site posting of personnel qualified** suitably to operate the system. The person (s) will be responsible for operating the entire system which includes updating the system with requisite data, generating reports when asked by the WBHRB authority. In case of said personnel's absence from duty, the Agency will have to provide for suitable replacement since the system requires regular actions.
- The **Agency need to place two data entry operators** for data entry as well as maintenance of registers for the data generated through computerized system and generation of corresponding reports from the system and other related work from time to time.