

NATIONAL COUNCIL FOR TEACHER EDUCATION

Wing-II, Hans Bhavan, 1 Bahadur Shah Zafar Marg, New Delhi-110002

F.No. 5-30/2015/NCTE/Estt

Dated the: 22nd June, 2015

INVITING QUOTATIONS

The National Council for Teacher Education (NCTE), a Statutory Body under the Ministry of Human Resource Development invites quotations from outsourcing agencies to conduct examination for filling up of the posts of Assistant, Steno Grade D/Personal Assistant, Lower Division Clerk and Data Entry Operators on direct recruitment basis.

2. The quotations must reach NCTE within 10 days of the publication of this advertisement. The detailed scope of work may be downloaded from NCTE website: www.ncte-india.org

(Awadhesh Nayak)

Under Secretary (Estt)

National Council for Teacher Education

Scope of Work to be conducted for the Post of:

- Assistant - Written Test and Skill Test (Computer Proficiency Test)
- Stenographer – Written Test and Skill Test (Shorthand & Typing Test on Computer)
- Lower Division Clerk (LDC) – Written Test and Skill Test (Typing Test on Computer)
- Data Entry Operator - Written Test and Skill Test (Typing Test on Computer)

1. CONDUCT OF WRITTEN TEST

- 1.1. Preparation of data base
- 1.2. To receive database of the eligible candidates from National Council for Teacher Education, New Delhi.
- 1.3. To maintain the database of all the applications and to generate reports as required by National Council for Teacher Education, New Delhi.
- 1.4. To arrange for venues for the written test at Delhi NCR as per the requirement with facilities of rooms, furniture, invigilation, supervision, drinking water, toilets etc.
- 1.5. To detail Centre Superintendents, Invigilators and other staff at all test centers.
- 1.6. To make all necessary arrangements at all examination centres for the conduct of the test in a smooth and fair manner.

2. Generation of Admit Cards for Written Test

- 2.1. To generate and allot unique roll no, and admit card to the provisionally eligible candidates.
- 2.2. Uploading of admit cards on the dedicated website with facility for candidates to download their admit cards online.
- 2.3. To send email to eligible candidates informing to download the Admit Card for Written Test / Typing and Computer Proficiency Test on computer.

3. Development of Question Papers and Answer Sheets

- 3.1. To design and develop objective type question paper for each post in bilingual (English and Hindi) carrying 100 questions and the duration of the test will be 150 minutes. The structure of paper will be decided later on.
- 3.2. To print multiple copies of the question papers post-wise as per requirement.
- 3.3. To design and print the required no. of OMR Answer Sheets.

4. Conduct of the Written Test

- 4.1. To pack and seal the question paper booklets and make centre-wise packets of the question booklets and ensure delivery of the same at the examination venues.
- 4.2. To organize and conduct written examination for each post in a separate session.
- 4.3. To retrieve back test material both used and unused directly from the test centres.

5. Result Processing

- 5.1. To evaluate the OMR Answer Sheets by scanning.
- 5.2. To provide the result in a mutually agreeable format.

CONDUCT OF SKILL TEST ON COMPUTER (for the post of Assistant, LDC, and DEOs)

6. Generation of Call Letters for computer test

- 6.1. To scrutinize and prepare the list of shortlisted candidates for the Skill Test on computer in the ratio as suggested by National Council for Teacher Education, New Delhi.
- 6.2. To allot test centre to the provisionally shortlisted candidates.

7. Arrangement of Examination Center

- 7.1. To arrange test centers in Delhi for Skill Test on computer short-listed subsequent to Written Test as per the requirement with facilities of computers, computer labs, rooms, furniture, invigilation, supervision, drinking water, toilets etc.
- 7.2. To ensure availability and serviceability of adequate number of computer terminals and other accessories for Skill Test on computer.
- 7.3. To detail Centre Superintendents, Invigilators and other staff at all test centers.
- 7.4. To make all necessary arrangements at all test centers for the conduct of the test in a smooth and fair manner.

8. Generation of Call Letters for SkillTest (Short hand for the post of Stenographer)

- 8.1. To scrutinize and prepare the list of shortlisted candidates for the shorthand in the ratio as suggested by National Council for Teacher Education, New Delhi.
- 8.2. To allot test centre to the provisionally shortlisted candidates.

9. Development of Question Papers for skill test of Stenographer(Short hand test)

- 9.1. To design and develop the Question Papers for short hand test.
- 9.2. To make all necessary arrangements at a test centers for the conduct of the short hand in a smooth and fair manner.
- 9.3. **Transcription of shorthand dictation on computer.**

10. Result Processing

- 10.1. To compile the results as per criteria laid down by National Council for Teacher Education, New Delhi.
- 10.2. To prepare and provide the final lists of selected candidates as per the guidelines provided by National Council for Teacher Education, New Delhi.
- 10.3. To handover all associated documents to National Council for Teacher Education, New Delhi.

11. The total number of candidates appearing in all four categories of posts is approx 4,000 (four thousand). As such, the rates may be quoted accordingly.