



Amendment Notice No. 779 dated 25.02.2019

3<sup>rd</sup> Amendment in Limited Tender Notice No 684/RIMS, Ranchi Dated 19.02.2019 for  
appointment of Recruiting Agencies at RIMS, Ranchi

Under mentioned scope of work and other terms are added to the previous tender notice and shall be deemed to be part of the original tender

Scope of Work under tender no. 684/RIMS, Ranchi dated 19-02-2019

**1. SERVICES TO BE PROVIDED**

Details of vacancies to be filled and mode of recruitment is as mentioned in para-(v) sub para 1 to 7 of tender notice no. 684/RIMS, Ranchi dated 19-02-2019.

The services include (.....*the list given below is indicative and may be altered as per specific requirement*)

- 1.1. Drafting and finalizing the recruitment advertisement.
- 1.2. Developing Application Forms and other templates.
- 1.3. Collecting the applications of all the candidates through postal mail and internet (online) (may retain both options or indicate only online).
- 1.4. Scrutinizing the applications and creating computerized database of all the information mentioned in application forms of the candidates and attached documents.
- 1.5. Screening & scrutiny of applications, strictly as per advertised conditions of recruitment or norms / Terms of Reference (TOR). Preparing list of candidates who are eligible for Interview.
- 1.6. Issuing call letters to the candidates to appear for Interview through speed post/registered post/ e-mail (RIMS may decide the mode) .
- 1.7. Venue finalization for interview / written examination will be done by RIMS Ranchi in Consultation with HR agency.
- 1.8. Identification of areas of assessment based on conditions of recruitment for advertised posts.
- 1.9. Formation and finalization of expert for Interview panel(if any required) for conducting interview, all the cost will be borne by recruitment agency.
- 1.10. Liasoning with relevant RIMS officials and making local logistical arrangements for interview(if any required) for positions requiring the same.
- 1.11. Attendance, Registration Process and document verification of candidates.
- 1.12. Evaluation of Interview panel answer and preparation of category wise merit list in the required formats, maintaining sanctity and confidentiality of the entire process.
- 1.13. Preparation of Scoring Sheets and organizing interviews under the guidance of recruiting organization.
- 1.14. Under the guidance of RIMS, Ranchi preparation of Final Results based on criteria as may be required by RIMS, Ranchi.
- 1.15. Hand over all the applications, with testimonials & other documents, received during the recruitment process to the designated nodal officer/any other persons so authorized. Safety and Confidentiality of the documents to be strictly maintained.

Note:

- I. Last date for submission of tender is amended from 27-02-2019 to 28-02-2019 before 05.00PM.
- II. Opening of tender date is amended from 28-02-2019 to 01-03-2019 at 12.30PM. Venue and other terms will remain the same.

The Bidding agencies have to note and quote in accordance with the above amendments. Rest terms and conditions will remain same.

Director 28/02/19  
Rajendra Institute of Medical Sciences,  
Ranchi