

DIRECTORATE OF NURSING, ODISHA.
HEADS OF DEPTT. BUILDING, BHUBANESWAR.

QUOTATION CALL NOTICE No-7194 Dt. 10.06.2013

The Director of Nursing, Odisha, Bhubaneswar invites sealed quotations from reputed Firms/Agencies having experience in undertaking/ executing the selection process work of candidates for training courses. The Work details are available in Govt. Website: www.dmetorissa.gov.in (click views for all advertisement).

The interested Firms/ Agencies having VAT/CST clearance certificate (which ever is applicable) & previous experience (at least undertaken once successfully for a reputed organization) may quote/apply along with the EMD of **Rs. 20,000/- (Rupees Twenty thousand)** only in shape of Bank Draft (refundable) in favour of the **CHAIRMAN G.N.M. SELECTION COMMITTEE-Cum-DIRECTOR NURSING., TRAINING, ODISHA** to be reached in the office of the undersigned on or before **19.06.2013 by 5 P.M.** The quotation should be made, taking 100 applications as an unit. The quotations will be opened on **20.06.2013 at 5 P.M.** in presence of authorized nominee of the concerned Firms/ Agencies in the office of the Director Nursing, Odisha and the work order will be placed on **21.06.2013.**

The authority reserves the right to reject any or all the quotation without assigning any reason(s) thereof. Mere submission of application does not confer any right/claim for any work order.

Director Nursing, Odisha

Details of work to be executed for Selection of General Nursing and Midwifery (G.N.M) training course.

G.N.M Selection

1. The agency/firm is to receive the application form from the convenor with the acknowledgement.
2. After receiving the application forms, chalan forms are to be detached & handover to the convenor.
3. Each application will be allotted a reference number to be put in the index card and the index card is to be dispatched to the candidate. (The number is to be allotted by the agency for future reference)
4. The application forms are to be Scrutinized taking the documents that have been submitted by the applicants, that is the date of birth/Educational Qualification/ Resident address/category of applicant etc. as per the guide lines mentioned in the Prospectus and necessary datas are to be entered on data entry system basis as per the Annexure-I
5. The valid/invalid application forms are to be separated and the valid application forms to be kept for further action and the invalid application forms are to be returned to the convenor with a list and reason of invalidation.
6. After entry the select merit list of the candidate will be prepared provisionally as per their carrer marks obtained in descending order as per the preference wise as under.
 - 1st Preference-(+2 Science with Biology)
 - 2nd Preference-(+2 Science other than Biology)
 - 3rd Preference-(+2 Arts/Commerce/& other equivalent Stream)
7. After preparation of provisional merit list preference wise, category wise merit list is to be prepared for each preference, separately, that is, one for 1st preference one for 2nd preference and one for 3rd preference as under.
 - a. Preference wise common merit list is to be prepared separately one for female category and other for male category.
 - b. From the common merit list, category wise merit list, that is, one for S.T Category (male), one for S.T Category (female), one for S.C, Category (male), one for S.C Category (female), one for P.H, Category (male) one for P.H Category (female), one for

Children of Ex-Servicemen & Servicemen category (male), one for Children of Ex-Servicemen & Servicemen category (female), & one for children of green card holders category (male) and one for children of green card holders category (female) candidates separately, for each preference.

8. The agency/firm is to provide a copy of proof of the common merit list & category wise merit list of the selected candidates as mention above for verification. After verification the final common merit list preference wise and merit list category wise are to be prepared and three sets of each are to be provided.

9. The intimation letters are to be prepared in respect of individual selected candidates with a list mentioning their corresponding address and to be dispatched by Regd. Post. The payment of Regd. Post will be given on production of postal receipts. Prior to transmit, the intimation letter, the outsourcing agency/firm is to collect the detail information, such as date & time of counseling, venue of counseling etc., along with a model Proforma of intimation letter from the convenor GNM Selection committee 2013.

10. Any legal complication arising out of the selection process will be tackled by the outsourcing agency.

In order to execute the above work the Agency/firm is to submit an affidavit executing before an executive magistrate “that the work will be executed/ completed with most confidential manner with in the stipulated period on or before 20.08.2013 and in case of any deviation/manipulation/ incorrect entries etc. the concerned Agency will be held responsible and liable for the legal action or any other action as deemed proper by the authority concerned”.

Note: In case any of the Agency/Firm does not follow/under stand the above work order procedures they may contact the convenor GNM Selection committee, office of the Director of Nursing,Odisha, Bhubaneswar for detail interpretation in any working days with in office hours, on or before 19.06.2013.

ANNEXURE-I (G.N.M. SELECTION PROCEDURE)

SL. NO	REGD. NO & DATE/ ALLOTTED NO. WITH DATE	NAME & GUARDIAN NAME, PRESENT ADDRESS	SEX (M/F)	DOB	CATEG ORY	EDUCATIONAL QUALIFICATION			MARK SECURED				DOCUMENTS		APPLICATION IF REJECTED	REASON	REMARKS
						+2 Science	+2 Arts	OTHER Equivalent Exam	MARKS W-OUT EOP In +2	PERCENTA GE W-OUT EOP IN +2	TOTAL CARRER MARKS TAKING 50% OF THE MARKS SECURED IN +2 (+)(PLUS)	MARKS IN English	AVAILA BLE	NOT AVAILABLE			
									MARKS W-OUT EOP In HSC	PERCENTA GE W-OUT EOP IN HSC	50% OF THE MARKS SECURED IN HSC						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

**DETAIL OF WORK TO BE EXECUTED FOR SELECTION OF
BASIC B. Sc. NURSING TRAINING COURSE**

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1. The Agency / Firm is to receive Application Form from the Convenor with the acknowledgement.
2. After receiving the Application Forms, chalan forms are to be detached & handover to the convenor.
3. Each Application will be allotted a reference number to be put in the index card and index card is to be dispatched to the candidate. (The number is to be allotted by the agency for future reference).
4. The Application Forms are to be scrutinized taking the documents that have been submitted by the applicant, that is the date of birth / Educational qualification / Resident address / category of applicant, etc. as per the guidelines mentioned in the Prospectus and necessary data are to be entered on data entry system basis as per the Annexure – I.
5. The valid / invalid application Forms are to be separated and valid application forms to be kept for further action and the invalid application forms are to be returned to the Convenor with a list and reason of invalidation.
6. After entry, the select merit list of the candidate will be prepared provisionally as per their career marks obtained in descending order.
7. From the common merit list, category wise merit list i.e. one for S.T category, one for male & one for female, S.C category one for male & one for female, Children of Ex-Servicemen & Servicemen category one for male & one for female and Children of Green Card Holder category for one for male & one for female candidates separately, for each category.
8. The Agency / Firm is to provide a copy of proof of the common merit list & category wise merit list of the selected candidates as mention above for verification. After verification the final common merit list category wise are to be prepared and three sets of each are to be provided.

9. The intimation letters are to be prepared in respect of individuals selected candidates with a list mentioning their corresponding address and to be dispatched by Regd. Post. The payment of Regd. Post will be given on production of postal receipts. Prior to transmit, the intimation letter, the outsourcing Agency / Firm is to collect the detail information, such as date & time of counselling, venue of Counselling, etc., alongwith a model Proforma of intimation letter from the Convenor, B. Sc. Nursing Selection Committee 2013.
10. Any legal complication arising out of the selection process will be tackled by the outsourcing Agency.

In order to execute the above work, the Agency / Firm is to submit an affidavit before an executive magistrate “that the work will be executed / completed with most confidential manner within the stipulated period on or before 07.08.2013 and in case of any deviation / manipulation / incorrect entries, etc. the concerned Agency will be held responsible and liable for the legal action or any other action as deemed proper by the authority concerned”.

N.B. – In case any of the Agency / Firm does not follow / understand the above work order procedure, they may contact the Convenor, B.Sc. Nursing Selection Committee, Office of the Director of Nursing, Odisha, Bhubaneswar for detail interpretation in any working days within office hours, on or before 19.06.2013.

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