



All India Institute of Medical Sciences, Bhubaneswar

Sijua, Post: Dumuduma, Bhubaneswar - 751 019

AIIMS/BBSR/Admin/EOI/654/

Dt: 15.11.2016

EXPRESSION OF INTEREST

Notice for Expression of Interest (EOI) from Govt. of India owned PSUs for conducting Computer Based Test (CBT) to recruit various non-faculty posts in AIIMS, Bhubaneswar.

AIIMS, Bhubaneswar, an Institute of National Importance under the Ministry of Health and Family Welfare, Govt. of India invites bid(s) in form of Expression of Interest (EOI) from interested Government of India Public Sector Undertakings having more than five years of similar experiences for conducting Computer Based Test (CBT) on line written examination to recruit various non-faculty posts in AIIMS, Bhubaneswar. The similar experiences will refer to the conducting CBT (online written tests) for recruitment of various regular (technical and non-technical) of Central Government/State Government/Government Autonomous Bodies/PSUs or any other Government Agencies. The PSU is required to conduct the computer based written test for different categories of posts which may be more than 100 categories of the posts, separate CBT is to be made for each category of the posts. The Centres of the Examination is to be preferably in Bhubaneswar, in case response of the candidate will be more, centres may also be fixed at the other metro cities or any other cities. The PSU has to start his work from designing the on-line application, collection and screening of the applications, setting question paper for the CBT, conducting the test and forwarding the merit list with marks and all other works connected with recruitment process as per the relevant Recruitment Rules of Govt. of India/AIIMS, Bhubaneswar. The brief details of the scope of the work are uploaded in our website i.e. www.aiimsbhubaneswar.edu.in. The interested PSUs are required to go through the same before submitting their EOI.

The interested PSUs having five years of similar experiences may submit their EOI, detailing their similar experiences of conducting such CBT for other government agencies along with details of the action plan proposed to be undertaken along with time-line. The bids for the expression of interest is required to be submitted to the Administrative Officer, All India Institute of Medical Sciences, Sijua, Post-Dumuduma, Bhubaneswar, Odisha-751019 latest by 30th November, 2016 at 5.00 PM. The PSUs while submitting their EOI shall also enclose copies of work orders of the government Agencies for conducting similar test in support of the five years of experiences.

**Administrative Officer
AIIMS, Bhubaneswar**

**Brief details of the scope of work for conducting Computer Based Test (CBT)
in AIIMS, Bhubaneswar.**

PRE EXAMINATION WORK :-

- I. The Service Provider should design the application for candidates to register themselves for the online examination and will be responsible for collection of online application. He will arrange for scrutinizing of the application by a duly constituted committee by the AIIMS, Bhubaneswar and upload eligible & in-eligible list in our website. The online recruitment is to be conducted by the relevant recruitment rules of the Institute and DOPT/GoI guidelines.
- II. The Service Provider should make the provision for admit card download. The candidate should be able to download and take the print of successfully filled applications and attend all queries pertaining to this through a help line & electronically.
- III. Designing the online examination plan and examination process under consultation with Examination/Recruitment Section of AIIMS, Bhubaneswar for : a) Selection of online Examination Centres/Venues b) Complete Security Management Process (Physical and Technical for all online examination Centres, Servers, Desktops, LAN etc) c) Candidate handling & identification process at Examination Centre. d) Detailed Audit of Software and Hardware i.e. Server/Desktop/LAN etc. to be used at Examination Centres. e) Other related processes involved for conducting AIIMS online exams as required for security and confidentiality of the whole examination process.
- IV. To prepare and provide documentary manuals of all processes, for safe and secure Conduct of examination, to be followed along with rules for contingency and exception handling/emergency procedures.
- V. To provide specifications for Hardware and Software required at all stages of the AIIMS online exams at online Examination Centres and for Devices and systems to be used for authentication and audit trail mechanism required for AIIMS online exams.
- VI. To provide consultancy, training and manpower support to handle the entire AIIMS online exams project at the Examination/Recruitment Section of the AIIMS, Bhubaneswar. The

- required Hardware, Software, networking shall be installed by agency at Examination/Recruitment Section, AIIMS, Bhubaneswar.
- VII. To provide and setup secured software for Authoring and Complete Examination Management Process at Examination/Recruitment Section, AIIMS, Bhubaneswar.
 - VIII. To provide training/manpower for generation of encrypted confidential data that will be used for test delivery across various centres.
 - IX. To identify required secure Test Centres in various cities as per requirement of Examination/Recruitment Section, AIIMS after receiving intimation regarding city locations and approximate number of candidates and provide details in writing within a month along with details of the facilities offered at each of centre.
 - X. The location of examination centres/venues should be easily accessible to the candidates and well connected to public transport. As far as possible it should be in a centrally located within the City limits. Centres must be accessible by differently able candidates.
 - XI. While providing computers and relevant software with necessary security systems, the agency shall keep in view the requirements of differently able candidates.
 - XII. Each exam centre should be of minimum capacity of 160+20% buffer i.e. 32 per 160 systems as buffer and total 192 systems for each online examination slot/session (in exceptional circumstances it may vary) or as per the requirement having acceptable standard.
 - XIII. At each examination centre there should be sufficient no. of additional switches that can be used at the time of emergency.
 - XIV. To ensure that Test Centre has the required suitable Hardware, Software, Internet and LAN connectivity for Conduct of AIIMS online exams.
 - XV. To ensure 3 tiers Electric power supply availability and power backup through Uninterrupted Power Supply (UPS) and Generator for at least 4 hours at each Test Centre.
 - XVI. Minimum one centre at each city should be OPH friendly, and OPH candidates should be directed to that centre only.
 - XVII. To ensure that sufficient no. of Air conditioners should be available in the examination lab and they should be working properly during the examination.

- XVIII. To carry out periodic audit at Test Centres for:-1. Hardware – Processor Speed, RAM, Network and internet connectivity, Key Boards etc. 2. Software – Operating System, Screen resolution, bandwidth for internet and LAN connectivity, Browser compatibility, 3. Working conditions of UPS and Generator. 4. Adequate Air-conditioning in labs.
- XIX. To ensure suitable drinking water and separate toilet facilities for both men and women, at each floor of examination centre.
- XX. To ensure availability of proper security, frisking at the examination centres.
- XXI. To provide facility of mock test for candidates through website and any support required in this regard is to be provided through call centre.
- XXII. To ensure the functioning of Online Test delivery system by conducting adequate mock drills of actual test delivery system at all examination centres before and a Final mock drill to be conducted a day before actual examination on all centres at same time just like simulating the examination day. All computers including buffer computers to be used on examination day shall log in through dummy roll numbers and report shall be submitted to the Examination/Recruitment Section.
- XXIII. To provide Hardware and Software required to setup AIIMS Command Centre for Monitoring, Administration and Control of all activities at all stages during Online Exam.
- XXIV. To ensure biometric capture of candidate after each bio-break taken during examination.
- XXV. The various blocks of Exam centre to be used for online examination should be within the same premises not very far from each other. The entire premises should be secure and not be accessible to unauthorized individuals. There should be a secure entry & exit gate that can be closed to prevent unauthorized entries.
- XXVI. The backup server should be properly configured to ensure the redundancy in case the primary server fails.
- XXVII. Any other work decided by the Examination/Recruitment Section on the basis of requirement of the individual examination.
- XXVIII. The Examination Centre must have facilities for installing security and access control systems including signal silencers/jammers, Video

surveillance etc. It would be desirable to have facilities for keeping belongings of candidates in Examination Centre.

- XXIX. To prepare the content for the examination based on the syllabus shared by AIIMS, Bhubaneswar.
- XXX. The Agency should have sufficient number of SMEs for content creation. If required, the bidder should identify the required SMEs prior to the contract signing.
- XXXI. To ensure complete security of the content created by the Agency.
- XXXII. To carry out all other works as required for conducting the online test as required for conducting such tests as per GOI instructions.

CONDUCT OF ONLINE EXAMINATION:-

- I. Minimum manpower deployment at each examination centre must as per following requirement:- Each Exam Centre of capacity of 200 buffer should have the minimum following personnel's to be deployed by the agency Test Centre Administrator 1 (One for each centre) IT Manager 1 for each 200 candidates Invigilators 2 per 20 candidates support staff 2 per 100 candidates Security Guards 2 per 100 candidates Electrician 1 (one for each centre) Peons 2 per 100 candidates Note: Above staff should be increased proportionately on the basis of candidates allotted to that centre. These actual deployments may be increases as per the requirement.
- II. The conduct of examination would be multidisciplinary/multiple subject/multilingual as per scheme of examination. Henceforth the test delivery system should able to handle this aspect of multidisciplinary/multiple subjects/ multilingual very well.
- III. To host the exam and manage the test delivery process through intranet based solution at Examination Centres, the computer systems and servers shall be of latest configuration and LAN must be scaled enough to handle the traffic in real time with proper backup and redundancy at each level.
- IV. To arrange frisking of candidates at examination centre, to disallow any electronic gadgets, pen, paper (other than admit card), bag, purse (Except wallet), any ornaments etc. as per the guidelines of the AIIMS.

- V. To complete registration process of the candidates before start of examination (digital photo, bio-metric finger print etc.) and after that allow candidates to appear for test at Examination Centres.
- VI. To arrange/provide adequate displays and required instructions/information to the candidates appearing for test at Online Examination Centres.
- VII. To maintain step by step complete log of all candidate activities during the course of examination, to enable complete audit ability of the assessment process.
- VIII. To obtain candidate's feedback through online Feed Back Form, after examination is over.
- IX. Candidate responses to a question paper should be sent back to the central server (Data centre) from the server of the exam centre within half an hour from the conclusion of examination.
- X. To arrange Video Surveillance at all examination centres. Video Surveillance with recordings has to be submitted after its proper sealing.
- XI. To devise and setup system for monitoring and supervision of Examination.
- XII. Centre activities (Centre level/Candidate's level) at designated office.
- XIII. To transfer/export the data in encrypted format including raw score data from local server to Central server and vice versa as per the instruction of Examination/Recruitment section, AIIMS.
- XIV. To provide blank paper sheets to the candidates as per requirement.
- XV. To print candidate response sheet at the end of the test as per requirement of Examination/Recruitment Section, AIIMS.
- XVI. To send confidential data of examination as per instruction of Examination/Recruitment Section, AIIMS.
- XVII. Contingency plan for Student management/Shifting in case of any emergency.
- XVIII. Proper care and handling of all the logistics provided by AIIMS for Conduct of Examination.

POST EXAMINATION WORK:-

- I. To calculate marks obtained by each candidate as per requirement of Examination Section, AIIMS.

- II. To provide Post Examination Analytics Report in the following manner: i) Item analysis of MCQ responses of the candidates (difficulty index and discrimination index etc.) ii) Student performance Analysis.
- III. To provide Hardware and Software required for Biometric verification of candidates at various stages starting from conduct of examination to final selection of the candidates.
- IV. To provide documented inputs and support for handling – Students queries.
- V. To carry out other works related to post processing of responses & other confidential data and providing data as required by the Examination Section, AIIMS. I. Press interaction II. RTI queries III. Court Cases Note: The agency shall have to carry/demonstrate complete System Test Run (STR) with test data to the AIIMS before implementation. The agency should also be able to demonstrate click by click audit trail for any type of enquiry.

Details of Sanctioned Strength of non-faculty posts and expected number of application which may vary at the time of work order.

Group	Sl No.	Name of the Post	Sanctioned Strength	Expected Application
A	1	Tutors/Demonstrators	70	500
	2	Lecturer in Nursing	7	200
	3	Tutor/Clinical Instructor	33	350
	4	Nursing Superintendent	3	100
	5	Deputy Nursing Superintendent	16	250
	6	Assistant Nursing Superintendent	113	1500
	7	Blood Transfusion Officer	1	100
	8	Senior Medical Officer AYUSH	1	100
	9	Medical Officer AYUSH	5	250
	10	Child Psychologist	1	100
	11	Clinical Psychologist	1	100
	12	Antenatal Medical Officer	1	100
	13	Deputy Medical Superintendent.	6	250
	14	Assistant Controller of Examination	1	100
	15	Registrar	1	100
	16	Senior Analyst (System Analyst)	1	100
	17	Sr. Administrative. Officer	1	100
	18	Public Relation Officer	1	100
	19	Law Officer	1	100
	20	Senior Programmer (Analyst)	1	100
	21	Finance and Chief Accounts Officer (Sr. Accounts Officer)	1	100
	22	Accounts Officer	5	250
	23	Sr. Procurement & Stores Officer	1	100
	24	Stores Officers	2	150
	25	CSSD Officer	1	100
	26	Chief Librarian	1	100
	27	Librarian Selection Grade	1	100
	28	Chief Medical Record Officer	1	100
	29	Chief Dietician (& Nutrition Officer)	1	100
	30	Chief Medical Social Service Officer	1	100
	31	Supervising Medical Social Service Officer	1	100
	32	Executive Engineer(A/C &R)	1	100
	33	Hospital Architect	1	100
	34	Deputy Chief Security Officer	1	100
	35	Security Officer	1	100

	36	Principal Private Secretary	2	150
B	1	Staff Nurse Grade I (Nursing Sisters)	510	5000
	2	Staff Nurse Grade II (Sister Grade II)	1148	15000
	3	Technical Officer (Technical Supervisor)	12	500
	4	Maternity & Child Welfare Officer	1	100
	5	Psychiatric Social Worker	3	100
	6	Medico-Social Worker	3	100
	7	Bio Medical Engineer	1	100
	8	PACS Administrator (Technical Officer Photography)	1	100
	9	Public Health Nurse	1	100
	10	Vocation Counsellor	1	100
	11	Radiographic Technician Grade I	15	500
	12	Radio-therapy Technician Grade II	2	100
	13	Technical Assistant/Technician	82	1500
	14	Physiotherapist	2	100
	15	Occupational Therapist	2	100
	16	Technical Assistant (ENT) Speech Therapist	1	100
	17	Technician Prosthetic & Orthotic (Technical Officer)	1	100
	18	TB & Chest Diseases Health Assistant	2	100
	19	Electro Cardiograph Technical Assistant	1	100
	20	Multi-Rehabilitation Worker(Physiotherapist)	4	250
	21	Audiometry Technician (ENT)	1	100
	22	Health Educator (Social Psychologist)	1	100
	23	Technical Officer (Dental) (Dental Technician)	4	250
	24	Technical Officer (Ophthal)(Refractionist)	4	250
	25	Store Keeper	15	1000
	26	Yoga Instructor	1	100
	27	Jr. Reception Officer	2	250
	28	Programmer (Data Processing Asstt)	2	250
	29	Assistant Administrative Officers	4	500
	30	Legal Assistant	1	100
	31	Assistant Accounts Officer	2	250
	32	Junior Accounts Officer (Accountant)	6	500
	33	Chief Cashier	1	100
	34	Sr. Hindi Officer	1	100
	35	Junior Hindi Translator	3	250
	36	Warden (Hostel Wardens)	5	500
	37	Assistant Stores Officers	6	500

	38	Store Keepers	12	1250
	39	CSSD Supervisor	1	100
	40	CSSD Technicians	6	500
	41	Laundry Manager	1	100
	42	Assistant Laundry Supervisor	4	250
	43	Sr. Sanitation Officer	1	100
	44	Sanitation Officers	3	250
	45	Librarian Grade I (Documentalist)	2	250
	46	Librarian Grade III	4	500
	47	Medical Record Officer	8	500
	48	Transport Supervisor	1	100
	49	Senior Dietician (Assistant Food Manager)	3	250
	50	Dietician	12	500
	51	Medical Social Service Officer Grade I	15	500
	52	Assistant Engineer(A/C&R)	2	250
	53	Assistant Engineer(Civil)	5	250
	54	Asst Engineer for Vigilance cell(Civil)	1	100
	55	Assistant Engineer(Elect)	2	250
	56	Junior Engineer(Civil)	6	500
	57	Junior Engineer(Electrical)	4	500
	58	Junior Engineer(A/C&R)	4	500
	59	Chief Pharmacist	1	100
	60	Sr. Pharmacist	3	250
	61	Pharmacist Gr. I	11	1000
	62	Gas Officer	1	100
	63	Manager/Supervisor	1	100
	64	Assistant. Security Officer	1	100
	65	Office Superintendent	2	250
	66	Assistant (N.S.)	58	2500
	67	Private Secretary	10	500
	68	Personal Assistant	13	500
C	1	Data Entry Operator Grade A	2	500
	2	Hospital Attendant Grade III (Nursing Orderly)	106	15000
	3	Social Worker	2	250
	4	Store Keeper-cum-clerk	30	3000
	5	Lab Technician	1	250
	6	Medical Record Technician (Record Clerk)	18	1000
	7	Lab Attendants Grade II	41	4000
	8	Artist (Modeller)	14	1000
	9	Dissection Hall Attendants	8	2500
	10	Dark room Assistant Grade II	5	1000
	11	Office Attendant Grade II	14	2500
	12	Office Attendants Grade II	14	2500
	13	Cashier	13	2500
	14	Jr. Scale Steno (Hindi)	1	500
	15	Junior Warden (House Keepers)	10	2500
	16	Store keepers-cum-clerks	55	6000

	17	Office Attendants Grade II	4	2500
	18	Store Attendants Grade II	8	2500
	19	Tailor Grade III	2	1000
	20	Sanitation Inspector Grade II	18	2500
	21	Library Attendant Grade II	3	2500
	22	Junior Medical Record Officer (Receptionists)	10	2500
	23	Medical Record Technicians	20	2500
	24	Coding Clerks	1	200
	25	Driver (Ordinary Grade)	17	2500
	26	Foreman(A/C&R)	3	2500
	27	Electrician	6	2500
	28	Senior Operator(E&M)	7	2500
	29	Senior Plumber	4	2500
	30	Senior Mechanics (A/C&R)	6	2500
	31	Senior Mechanics(E&M)	2	1000
	32	Mechanic (E&M)	4	1250
	33	Wireman	20	2500
	34	Plumber	15	2500
	35	Lineman(Electrical)	2	500
	36	Operator(E&M)/Lift Operators	12	2500
	37	Mechanic(A/C&R)	6	1000
	38	Pharmacist Gr. II	27	2500
	39	Pharma Chemist/ Chemical Examiner	1	500
	40	Dispensing Attendants	4	2000
	41	Gas Steward (Gas Keeper)	2	500
	42	Gas Mechanic	1	250
	43	Pump Mechanic	1	200
	44	Manifold Technicians (Gas Steward)	6	2500
	45	Manifold Room Attendants	1	500
	46	Security –cum-Fire Jamedar	1	500
	47	Upper Division Clerk	6	2000
	48	Lower Division Clerk	38	5000
	49	Stenographer	34	2500
		Total	2963	1,55,000