

MINUTES OF PRE-BID MEETING HELD AT NHSRC ON 07-07-15 AT 1500 HRS

Tender Reference: File No.: NHSRC/15-16/HRH/24

“CALL FOR TENDER FROM EXPERIENCED HUMAN RESOURCE (HR) AGENCIES FOR RECRUITMENT SERVICES FOR JHARKHAND RURAL HEALTH MISSION SOCIETY”

List of Attendees:

Representatives from the agencies;

1. Mr Kafil Akhtar (Recruitment Support Manager, Strategic Alliance Management Services Pvt Ltd)
2. Mr Lovelesh Krishna (Assistant Manager, Marketing, Nysa Communications Pvt Ltd)

Representatives from Jharkhand State:

1. Mr Asif Ekram (Additional MD, Jharkhand Rural Health Mission Society)

Representatives from NHSRC;

1. Dr. Dilip Singh Mairembam (Advisor- Human Resources for Health)
2. Dr Uddipan Dutta (Principal administrative Officer, NHSRC)
3. Dr Vinay Bothra (Sr Consultant- Human Resources for Health)
4. Dr Kopal Mathur (Consultant- Human Resources for Health)
5. Dr Shweta Singh (Consultant- Human Resources for Health)

The following points were raised by the Agencies and the clarifications provided by NHSRC/ Jharkhand Rural Health Mission Society are as under;

1. Receipt of Applications:

Applications will be collected by postal mail as well as online for all posts. It will be the responsibility of the HR Agency to collect the applications from the Post Office and produce hard copies of all online documents. The number of applications for each post is likely to vary substantially and therefore, a reliable estimate of the number of applications is not possible.

2. Process and scrutiny of applications and creating a computerized database

Computerized database should be created by the HR Agency consisting of all applications received by post and online

3. Communication to the shortlisted candidates

The arrangement to send call letters through speed post/registered post, SMS and e-mail (all three mandatory) shall be made by the HR agency.

4. Online examinations

No online examinations will be conducted. Written and/or practical examinations and final interviews, wherever required, shall be held in Ranchi, Jharkhand or any other centre as designated by Jharkhand Rural Health Mission Society

5. Question papers for written examinations

The HR agency is responsible for preparing question banks which shall be vetted by subject experts nominated by NHSRC. However, the printing and transportation of final question papers shall be the responsibility of the HR Agency.

6. Venue to conduct recruitment process and logistic arrangements for competency/skills assessment

Infrastructure (rooms, halls, furniture, and security personnel) shall be arranged by Jharkhand Rural Health Mission Society for conducting written tests, online tests and interviews. Resource persons shall be drawn after consultation with NHSRC/ Jharkhand Rural Health Mission Society

7. GOI Letter providing direction as regards mode of examination

The information regarding mode of examination is available in Annexure I. The type of skill assessments should be suggested by the HR agency based on the vacant position such as written test or practical examination or both in the technical proposal and accordingly financial bid should be prepared.

8. Position-wise details (Annexure I)

Details for the number of vacant positions are available in Annexure I. The total number of positions to be recruited under Jharkhand AIDS Control Society and Jharkhand Medical Corporation has been mentioned in Annexure I and should be factored in the Agency's financial bids. However, further details of exact positions shall be shared by Jharkhand Rural Health Mission Society at a later stage, which may increase or decrease and payments will be made accordingly. TORs of all positions shall be decided by Jharkhand Rural Health Mission Society.

9. Advertisement

Cost for all press and web advertising shall be borne by Jharkhand Rural Health Mission Society

10. Performance Security

As per NHSRC norms, the performance security will be 7% of the total value of the bid or the EMD, whichever is higher

11. Amendments made in the Tender Document

None