

RAJASTHAN HOUSING BOARD, JAIPUR



No.CE-II/RHB/2022-23/428

Date 09.01.2023

Asst. Director (PR),
Rajasthan Housing Board,
Jaipur.

Sub: To Publish Expression of Interest from Recruitment Agencies
EOI No. CE-II/2/2022-23.

Ref: UBN No. RHB2223SSOB00410

For the subject cited above please find attached Expression of Interest from recruitment agencies for publication in news paper as per DOPT rules.

Enclosed:-As above.

-Sd-
Chief Engineer-II

C.C. for information & n/a to the:-

1. PS to HC, RHB, Jaipur.
2. Secy. RHB, Jaipur.
- ✓ 3. JD(SA)-IT to get EOI upload on RHB website <https://urban.rajasthan.gov.in/rhb> and sppp@rajasthan.gov.in portal.
4. Master file.


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Invitation for
Expression of Interest (EoI)

For

Selection of Recruitment Agency



राजस्थान आवासन मंडल Rajasthan Housing Board

(A State Government Enterprise constituted under RHB Act 1970)

Room No: 115, Main Block, Ground Floor, "Awas Bhawan", Jan Path, Jyoti Nagar, Jaipur - 302005
EPABX: 91-141-2740812, 2740113, 2740614; Telephone: 91-141-2742339; e-mail ID: prog.rhb@rajasthan.gov.in
GSTIN: 08AAALR0046F1ZA; PAN: AAALR0046F



Rajasthan Housing Board (RHB)

No: RHB/CE-2/2022-23/EOI-2/428

Date: 09 / 01 / 2023

EOI No: CE-2/02/2022-23
Invitation for Expression of Interest
(For Selection of Experienced Recruitment Agencies)

UBN: RHB2223SSOB00410

RHB intends to recruit 258 vacant posts of various cadres. Expression of Interest (EoI) is invited from the reputed and experienced Recruitment Agencies, capable of conducting recruitment process through on-line examination involving 50,000 or more candidates in a single recruitment process. The agency must be a Registered Company or Government Agency or any State/ Central PSU.

Interested agencies may furnish their proposal alongwith supporting documents as mandated in EOI Bid Document, by 25th of January, 2023 upto 05:00PM in the O/o Chief Engineer-II (In-Charge, Recruitment Committee), "Awas Bhawan", Jan Path, Jyoti Nagar Jaipur-302005 by post or in person.

The Bidders are required to deposit Bid Fee of INR 2360 (Non-refundable) and Bid Security of INR 5.00 Lakh in the form of Demand Drafts in favour of "Rajasthan Housing Board" payable at Jaipur in a separate sealed cover. The DD and Bid proposal in separate envelopes will be kept in another bigger envelope together, sealed and submitted by the scheduled date and time.

Proposals, received after the scheduled date & time and/ or without Bid Fee and/ or Bid Security, will not be accepted/ rejected.

For more details, please visit <https://urban.rajasthan.gov.in/rhb> and sppp@rajasthan.gov.in

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A word about RHB:

Rajasthan Housing Board was established on 24th February, 1970 by promulgation of an RHB Act No 4 of 1970 by the Government of Rajasthan as an autonomous body to provide for measures to be taken to deal with and satisfy the need of housing accommodation in the State of Rajasthan. Initially with operations in just 7 cities, RHB has now spread its activities in 67 cities/ towns over a period of 52 years. More than 2.50 Lakh dwelling units have been completed. In the next five years, it is expected to spread activities in another 20 more stations. A mobile App "RHB Awas" has been developed to assess the demand across 213 Urban Local Bodies.

Eligibility Criteria for selection of Agency:

1. It should be a duly registered Public/ Private Limited Company/ Government Agency/ Public Sector Undertaking of State or Central Government.
2. It should have its own infrastructure in Jaipur (Rajasthan) or must be capable to develop effective infrastructure in Jaipur for conducting online recruitment process.
3. It should have experience of at least five years of conducting end-to-end successful recruitment process of such magnitude for a Public Sector undertaking/ State or Central Governments/ Nationalised Banks/ Corporations to cover various aspects and facets like inviting online applications, processing of applications, uploading of admit Cards/ Call letters, Question Paper setting, computer based administration and result processing etc.
4. It should have satisfactorily and successfully completed at least three end-to-end recruitments process during the preceding five financial years involving 50,000 or more candidates/ applications. In support, the agency shall attach MOU(s) executed in respect of such recruitments and the performance certificate from the client organisation for having successfully conducted the whole process of recruitment.
5. It should have a minimum annual average turnover of Rs. 5.00 Crore (Rupees Five Crore) in last three financial years ending on 31st March, 2022.
6. It should have the highest secrecy standards in preparation of question papers and assessment of answers sheets etc. In support, the agency should give details of steps and measures, which are taken/ to be taken to maintain the secrecy at all stages upto the desired standards.
7. It should not have been black listed by any organisation and no legal case should be pending in any court of law against the agency. An undertaking to this effect shall be submitted by the agency.

Submission of Expression of Interest.

Interested agencies may send their completed applications and supporting documents with complete company profile (including firm's constitution and organisational hierarchy etc) in support of eligibility conditions.

The EoI with complete details must reach in sealed envelope on or before 5:00 PM of 25.01.2023 in the O/o Chief Engineer-II (In-Charge, Recruitment Committee), Rajasthan Housing Board, "Awasth Bhawan", Jan Path, Jyoti Nagar, Jaipur-302005. For any clarifications, please contact Chief Engineer-II in person or on Mobile No. 098281-09489 in the office hours. The proposal hence received by the scheduled time will be opened by a Committee, formed for the purpose, headed by the Chief Engineer-II, RHB.

The qualified agencies, fulfilling the eligibility criteria, will furnish financial offer in the prescribed format and enclosures as desired, within 10 days of notification or as specified in RFP and will make their presentation with regard to end to end process flow and methodology proposed to be adopted with manpower deployment etc. on the date and time as notified at Jaipur RHB HQ physically. RHB reserves the right to accept or reject any or all bids without assigning any reason.

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Rajasthan Housing Board
Basic Details of the Recruitment Agency
Table - 'A'

S. No.	PARTICULARS	DETAILS
1.	Name of Agency	
2.	Address	
3.	website URL	
4.	email	
5.	Branches Offices, if any	
6.	Constitution of Agency (Attach certificate)	
7.	Name of Contact Person, Designation and contact details	
8.	PF Registration No (Attach copy)	
9.	CIN (Attach copy)	
10.	GSTIN (Attach copy)	
11.	PAN (Attach copy)	
12.	MSME Registration, if any (Attach copy)	
13.	Annual Turnover of preceding 3 full financial years	
	a. 2019-20	
	b. 2020-21	
	c. 2021-22	
14.	Name of main Promoters	
15.	Details of Recruitment conducted for reputed client (Central Govt./ State Govt./ Bank/ PSU during last five years	
16.	Bid Fee Detail (DD No, Date/ Issuing Bank, branch)	
17.	Bid Security Detail (DD No, Date/ Issuing Bank, branch)	

Details of Recruitment conducted for reputed client (Central Govt./ State Govt./ Bank/ PSU during last five years
Table - 'B'

S. No.	Client Organisation	Name of Post	No of Vacancies	Year	No of Candidates applied for	Mode of Examination (On/ Off line)	Period of recruitment process (Date of Advertisement to selection)	Discrepancy observed and steps taken to resolve
1								

Authorised Signatory
 Name & Title of Signatory with Seal

Tentative Schedule of various activities

S. No.	Name of Activity	Stipulated Time
1.	Preparing & providing Demo URL for receipt of Application from candidates	Before 7 days of publication
2.	Providing Live URL for receipt of application	Within 3 days of approval of demo URL & two days before the start date for receiving applications
3.	Receiving applications at the URL provided	One month
4.	Designing call letter and Instructions Handout in Hindi & English for the on-line test and Providing URL for uploading on website.	Before 10 days of date of on-line exam
5.	Sending SMS & e-mail to candidates for downloading call letters for on-line exam.	On the date of starting concerned Live URL
6.	Conducting on-line exams	On the date & time given in Advertisement. A suitable date preferably within 3 weeks after last date of receipt of application will be fixed.
7.	Providing question paper & key of on-line exam	Same day after completion of exam
8.	Preparing & providing result of all candidates along with Merit lists as per selection criteria	21 days (Submit Hard and Soft copy to RHB)
9.	Designing & Providing call letter & URL for Documents Verification	Within 7 days of receipt of request from RHB
10.	Sending SMS & e-mail to Successful candidates for Downloading of intimation letters for documents verification.	On the date of starting concerned Live URL

** The above activities and timelines thereof are indicative. Agencies may suggest other stages or combine them as the case may be.*

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SCOPE OF WORK

Recruitment Agency will carry out the recruitment process for the posts as mentioned in Annexure-'A'.

The agency will carry out the following works in general:

1. Providing URL and receiving applications at the specified URL at agency's website with link on RHB's website. The application form itself will have adequate controls as regards applicability, eligibility, required fee and on successful submission, acknowledgement/receipt of form submission/ fee are made through SMS/ e-mail to the incumbent.
2. Processing the applications including all intermediate reports, tabulation, listing, publishing etc. with regard to preparations for the exams.
3. Selection of centres for on-line competitive examination at Divisional Headquarter of Rajasthan viz AJMER, BIKANER, JAIPUR, JODHPUR, KOTA and UDAIPUR or as per actual requirement or as directed.
4. Generating Roll Numbers for all the applicants whose applications have been received and allotment of examination centres. The incumbent will be facilitated for the nearest centre as far as possible, but cannot be assured.
5. Co-ordinate and conduct of on-line examination.
6. Agency will appoint adequate Administration Personnel for smooth conduct of examination. Every centre will have a personnel to oversee the examination and to act as a "dual custodian" i.e. key activities like opening, repacking and sealing of examination test material shall be done by Centre Test Administrator in the presence of Company's representative who shall certify to this effect. In addition RHB's representative can also supervise and check any of the centres as deemed appropriate, without information.
7. The online examination will be in the form of multiple choice pattern. The Agency will Develop various Test Series as per the structure of examination, as required and directed.
8. Designing call letters and Instructions Handout in Hindi & English for the test as per approval and Providing URL for downloading of call letters & Instructions Hand Out for on-line competitive examination to all applicants (irrespective of their eligibility status) who have registered on-line. The candidates can download the call letter and information handout about 10 days in advance prior to the date of examination.
9. Assessment of candidates' responses and processing and preparation of result.
10. Providing category-wise (Social-Category) list of meritorious candidates in hard and soft copy with marks of on-line competitive examination as per selection criteria for each category to the extent as prescribed under selection criteria in consultation with respective company. Soft copy of application forms of all the meritorious candidates will also be provided.
11. Agency will provide sealed soft copy of all the candidates registered and appeared for examination with marks obtained, question paper, answer key and soft copy of candidate's responses in presentable manner.
12. Providing original call letters of examination of candidates, collected from the candidates at examination centers during the on-line examination, along with the results.
13. Providing certified copy of candidates responses from whom request received either under RTI Act Or otherwise.
14. Providing a External Hard Disk Device containing list of all the candidates called for on-line examination in alphabetic order with there name with application No., Roll No., Session timings, Venue address etc, for office record in Excel Format.
15. Providing URL for downloading of call letters by the candidates to be called for documents verification.
16. Sending SMS & Email to candidates for downloading of call letters for on-line examination/documents verification.

* *The above scope of work is only indicative in nature. The exact job may differ depending upon the job profile of individual post being put to selection process.*

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Annexure-'A'**The tentative number of vacancies for each post is as below:**

S. No.	Post	No. of vacancies	Basic Qualifications & Others
1	Assistant Programmer	6	To be defined by RHB
2	Informatics Assistant (IA)	18	
3	Project Engineer Junior (Civil)	100	
4	Project Engineer Junior (Electrical)	11	
5	Senior Draftsman	4	
6	Junior Draftsman	10	
7	Legal Assistant (JLO)	9	
8	Junior Accountant	50	
9	Junior Assistant	50	
	TOTAL	258	

* Reservation as per rules

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