

Government of India
Department of Personnel and Training
Staff Selection Commission
(Southern Region)

2nd Floor, EVK Sampath Building
DPI Campus, College Road
Chennai-600006

No.11/7/2016-SR

Dated : 31st March, 2017

To

M/s Sify Technologies Limited,
2nd Floor, TIDEL Park,
4, Rajiv Gandhi Salai,
Taramani,
Chennai-600 103

Subject : Conduct of Stenography Skill Test for candidates qualified from Stenographers (Gr.'C' & 'D') Examination, 2016 - regarding.

Sir,

The Commission is going to conduct Stenography Skill Test on Computers for the candidates qualified in written part of Stenographers (Grade 'C' & 'D') Examination, 2016, likely to commence in the 3rd week of April, 2017. The Scheme of Stenography Skill Test is as under:-

Types of Skill Test	Duration		Details of Batch & Duration of the Test
	Dictation & reading	Transcription time	
Steno Gr.'D' @ 80 w.p.m.	10 Minutes	50 Minutes (English)	70 candidates per Batch and 4 Batches per day for about 9 days
	10 Minutes	65 Minutes (Hindi)	
Steno Gr.'C' @ 100 w.p.m.	10 Minutes	40 Minutes (English)	
	10 Minutes	55 Minutes (Hindi)	

2. The requirement for the Skill Test will be as under:-

- (i) One Computer Room having (a) one Server; (b) 25 Client-Computers; (c) one (Network) Printer, with required specifications;
- (ii) It should also have one Back-up Server, 5 Back-up Client-Computers & one Back-up Printer;
- (iii) One Room for Document Verification of 25-30 candidates per Batch with 2 computers with internet facility alongwith printers and 1 sound proof room for Dictation.
- (iv) Both the Computer Room and Document Verification Room should have AC facility;
- (v) Uninterrupted power supply with proper Genset;
- (vi) Potable water for the candidates as well as staff of the Commission;

Contd....2/-

- (vii) Separate toilet facilities for Male and Female candidates/staff;
- (viii) Basic comforts for PWD candidates;
- (ix) Easy accessibility of the Test Centre by train/bus and
- (x) Proper parking facility for cars and two-wheelers;

3. The Commission is seeking the services of an outsourcing agency with adequate experience and technical personnel for conducting the Skill Test. The outsourcing agency will be responsible for providing technical support and adequate infrastructure for smooth conduct of the Examination which include :-

- (i) Computer Room having required number of Server(s), Client-Computers & Printer(s) alongwith required specifications, in good condition;
- (ii) Hindi Fonts/Software and Key Boards, wherever necessary;
- (iii) Networking of the Client-Computers with the Server(s) and Printer(s);
- (iv) Provision of authentic Anti-virus software in both the Server(s) and Client Computers;
- (v) SSC-NIC Softwares, for uploading to be supplied by the Commission;
- (vi) Taking print-out of answer scripts of the candidates through network Printer;
- (vii) Supplying date-wise/consolidated back-up files/text files of answer scripts, in CDs (in duplicate).

4. Inspection of Test Centre will be carried out by the Officer(s) of SSC before or after opening of Quotation to decide its suitability for the job.

5. Willing and experienced agencies may send their quotations in the enclosed proforma [Annexure] to this Office, latest by 06.04.2017 (3.00 PM). Quotation will be opened on the same day at 3.30 p.m.

Yours faithfully,

(S Rajalakshmi)
Deputy Director

ANNEXURE

QUOTATION FOR CONDUCTING STENOGRAPHY SKILL TEST

SINo	Items	Rate [in Rupees]	Remarks
1)	Stenography Skill Test		Rates to be quoted per computer per day

Note.1: The rate should be inclusive of all taxes.

Note.2: The rates should be inclusive of loading of softwares and Document Verification Room.

Note.3: The all-inclusive rates should be quoted per client-computer irrespective of the number of candidates called per batch.

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2nd Floor, EVK Sampath Building
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Chennai-600006

No.11/7/2016-SR

Dated : 31st March, 2017

To

M/s Data Software Research Company Private Limited
19 Pycrofts Garden Road,
Nungambakkam,
Chennai 600006.

Subject : Conduct of Stenography Skill Test for candidates qualified from Stenographers (Gr.'C' & 'D') Examination, 2016 - regarding.

Sir,

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- (iv) Both the Computer Room and Document Verification Room should have AC facility;
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- (vi) Potable water for the candidates as well as staff of the Commission;

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Department of Personnel and Training
Staff Selection Commission
(Southern Region)

2nd Floor, EVK Sampath Building
DPI Campus, College Road
Chennai-600006

No.11/7/2016-SR

Dated : 31st March, 2017

To

M/s Merit Trac Services Private Limited,
'Sreyas' Chamier Towers, Ground Floor,
New No.37, Old No.23/24, Chamiers Road,
Teynampet,
Chennai-600 018

Subject : Conduct of Stenography Skill Test for candidates qualified from Stenographers (Gr.'C' & 'D') Examination, 2016 - regarding.

Sir,

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2nd Floor, EVK Sampath Building
DPI Campus, College Road
Chennai-600006

No.11/7/2016-SR

Dated : 31st March, 2017

To

M/s. Skillwise Consulting,
S-1, 67, Eldams Road,
Alwarpet,
Chennai – 600 018.

Subject : Conduct of Stenography Skill Test for candidates qualified from Stenographers (Gr.'C' & 'D') Examination, 2016 - regarding.

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2nd Floor, EVK Sampath Building
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Chennai-600006

No.11/7/2016-SR

Dated : 31st March, 2017

To

M/s Tata Consultancy Services,
165/1ATaramani Road,
Velachery,
Chennai -600 041

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2nd Floor, EVK Sampath Building
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No.11/7/2016-SR
To

Dated : 31st March, 2017

M/s Vamsoft Technology and Consultancy (P) Ltd
No.1, Balaji Nagar
First Street, Ekkattuthangal,
Chennai-600 032

Subject : Conduct of Stenography Skill Test for candidates qualified from Stenographers (Gr.'C' & 'D') Examination, 2016 - regarding.

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LIST OF OUT- SOURCING AGENCIES

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Chennai-600 103
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- (4) M/s Tata Consultancy Services,
165/1ATaramani Road,
Velachery,
Chennai -600 041
- (5) M/s Vamsoft Technology and Consultancy (P) Ltd
No.1, Balaji Nagar
First Street, Ekkattuthangal,
Chennai-600 032
- (6) M/s. Skillwise Consulting,
S-1, 67, Eldams Road,
Alwarpet,
Chennai – 600 018.