



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre, Koraput
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F. No.: IG/RC/KPT-044/F&A/MPA/2021

Dated: 03-11-2021

Sub: Bids for Providing Manpower at IGNOU Regional Centre, Koraput (Odisha), through GeM portal.

Quotations under two bid systems (Technical & Financial) are hereby invited through e-tendering under the GeM portal, from the interested agencies for providing Manpower at IGNOU Regional Centre, Koraput. The outsourcing agency will be awarded the job initially for a period of Two (02) years, extendable on mutual consent. Interested and Registered agencies can submit the Bids through GeM portal, on or before 24/11/2021 by 5.00 pm.

The details of the approximate requirement and skills, tentatively, are as under:

DETAILS OF MANPOWER REQUIRED

S.No.	Category	Qualification	Job Description	Approx. hrs/per requirement	Man day
1.	Skilled	Essential: - 10+2 or its equivalent with typing speed of 40 w.p.m in English or 35 w.p.m in Hindi on Computers - Knowledge of Computer applications. Desirable: - A Bachelor's degree from a recognized University - Shorthand speed @80 w.p.m.	Typing, Stenography, Data Entry work in computer, diary / dispatch / filing	To be specified	
2.	Unskilled	Essential: - 8 th Pass who can read write in Hindi/English. Desirable: 10 th Pass	Physical maintenance of records, photo-copying, sending of FAX etc., delivery of dak, opening and closing of rooms, cleaning/dusting of room etc.	To be specified	

REGIONAL DIRECTOR