



# MAHATMA GANDHI UNIVERSITY

PURBA MEDINIPUR - 721628

WEST BENGAL, INDIA

Ref. No.:- MGU/OSD/Tender/04/2021

Dated:- 15.02.2021

## TENDER NOTICE

Sealed Quotations of the following work for Mahatma Gandhi University, Purba Medinipur are invited from the experienced persons/companies within 22.02.2021 with full documents in connection with the work experience.

(DR. ASIM KUMAR BERA)

O.S.D. (Additional Charge)

Mahatma Gandhi University

O.S.D. (Addl. Charge)

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## WORK DETAILS

### 1. Registration of the candidates (PG Courses in Bengali and History)-

- a. Data Collection, Processing, Generation of Registration Card

### 2. Pre and Post Examination work -

- a. Form List Generation
- b. Processing for Admit Card (Soft copy and Hard copy)
- c. Award List printing
- d. DR and Roll List Generation
- e. Marks processing
- f. Marksheet Preparation and Printing of Provisional Certificate (Soft copy and Hard Copy)
- g. Printing of Provisional Tab Sheet
- h. Review/ Self Inspection/ RTI processing
- i. Printing of Final Tab Sheet and Certificate (Soft copy and Hard Copy)

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