

# **Uttarakhand Public Service Commission**



## **EOI DOCUMENT** **FOR**

### **ENGAGING RECRUITMENT AGENCY TO CONDUCT COMPUTER PROFICIENCY TEST (CPT) ON SOFTWARE**

**EOI No: 141/IT/2024-25**

**Start Date: 12-08-2025**

**Last Date for Submission of the Proposal: 12-09-2025 (06:00 PM)**

Secretary,  
UKPSC, Haridwar  
Website: [psc.uk.gov.in](http://psc.uk.gov.in)

## Expression of Interest (EOI)

**Uttarakhand Public Service Commission** invites Expression of Interest (EOI) from reputed and experienced firms/agencies for the development of a **LAN-based software solution to conduct and manage MS Office practical examinations.**

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### Key Details

#### About UKPSC

The State of Uttarakhand came into existence on 09th November, 2000 under the Reorganisation of Uttar Pradesh Act 2000. The Uttarakhand Public Service Commission was constituted under the provisions of the Article 315 of the Constitution of India by the Governor of Uttarakhand vide Notification No. 247/1Karmik 2001 dated 14th March, 2001. The Commission came into existence on 15 May, 2001. The sanctioned strength of the Commission is the Chairman & the Six Members.

UKPSC is a constitutional body created for recruitment to various civil services in the state of Uttarakhand. It also conducts a dedicated state-level exam to fill vacancies in Group A and Group B posts, similar to the pattern of the UPSC Civil Services Examination. In addition, the UKPCS examination consists of three parts; preliminary examination, main examination, and interview. Also, regarding their eligibility criteria of the UKPSC exam, the age of the candidates should fall between 21 to 42 years of age and should be a citizen of India. A candidate has to obtain a bachelor's degree or above from a recognized university. The Commission provides relaxation for age and educational qualification for SC/ST, OBC, and PWD categories as per government policies. This is a great opportunity for aspirants who look forward to serving the people through state governance and administration.

#### Objective:

To Provide a secure and efficient **LAN-based software solution** for conducting MS Office practical exams with advanced functionalities for submission, evaluation, and record-keeping.

#### Item Details:

Sl. No.	Item Details
1	To Provide LAN-based software for conducting MS Office practical examinations

## Scope of Work

**UKPSC conducts Basic Knowledge of MS Office Computer Examination as per requirement of different exams throughout the year in its own premises. In UKPSC premises, there are two computer labs consisting of 2 servers and 130 computers.**

The software should include the following features:

### **1. Candidate Login and Authentication:**

- Candidate should be able to login in the software using their roll numbers.
- Secure login for candidates using unique credentials.
- Role-based access for candidates, evaluators, and administrators.
- Automatic logging of login/logout timestamps for audit purposes.

### **2. Practical Examination Interface:**

- Facility to upload question paper (Word/PDF) file.
- Display of question papers with multiple questions covering MS Word, Excel, and PowerPoint tasks.
- Integration with MS Office to allow candidates to perform tasks directly in the software environment.
- Real-time monitoring of candidate activities during the exam to ensure compliance.

### **3. Task Submission Process:**

- Candidates should save their work and take screenshots of each task.
- Screenshots to be compiled into a **single PDF file** automatically using the software.
- Upload functionality for candidates to securely submit the PDF file within the software.

### **4. File Management and Security:**

- Automatic encoding of submitted files to ensure data integrity and prevent tampering.
- Generate **footprints and markings** (e.g., timestamps, candidate ID) for tracking and accountability.
- Secure storage and indexing of files for future retrieval, including compliance with RTI requests.

### **5. Evaluation Features:**

- On-screen evaluation tools for annotating and marking the submitted PDF files.
- Marks annotations to be directly engrossed into the PDF.
- Automatic compilation of marks for administrative reporting and result generation.

## 6. Reporting and Record Keeping:

- Maintain a digital repository of evaluated files.
- Generate performance analytics and compliance reports.
- Provide candidates access to retrieve their evaluated copies, if required.

## 7. Other Functionalities:

- Compatibility with existing LAN infrastructure.
- Notifications for submission deadlines and system updates.
- Provision for preventive maintenance and regular software updates.

## Previous Year Computer Basic Knowledge Tests Conducted by UKPSC

Sr. No.	Exam Name	Typing-Steno & Basic Knowledge	Exam Date	Total Candidate
1.	UTTARAKHAND JUDICIAL SERVICES CIVIL JUDGE (J.D.) MAIN EXAM-2018	Practical Exam (Basic Knowledge of Computer Operation)	15 Sept, 2019 To 18 Sept, 2019	283
2.	UTTARAKHAND JUDICIAL SERVICES CIVIL JUDGE (J.D.) MAIN EXAM-2019	Practical Exam (Basic Knowledge of Computer Operation)	09 Jan, 2020 To 11 Jan, 2020	299
3.	UTTARAKHAND SECRETARIAT/UTTARA KHAND PUBLIC SERVICE COMMISSION, ADDITIONAL PRIVATE SECRETARY MAINS EXAM-2017	Typing-Steno & Basic Knowledge	08 Oct, 2020 To 16 Oct, 2020	159
4.	CIVIL JUDGE EXAM-2022	Basic Knowledge Computer Operation	08 Dec & 09 Dec	233
5.	ADDITIONAL PRIVATE SECRETARY EXAM-2024	Computer Knowledge Examination	27 Jan, 2025 To 13 Feb, 2025	1653
6.	RO/ARO EXAM-2023	Basic Knowledge of Computer Operation	24 Feb, 2025 To 06 Mar, 2025	735
7.	INVESTIGATOR CUM COMPUTER AND ASSISTANT STATISTICAL OFFICER EXAMINATION-2023	Basic Knowledge of Computer Operation	17 Feb, 2025 To 21 Feb, 2025	231

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## **Qualification Criteria**

<b>Sr. No.</b>	<b>Requirements</b>	<b>Documents Required</b>
1	The firm should have prior experience developing exam or evaluation software.	Work Orders and Completion Certificates.
2	The bidder must not have been debarred or blacklisted by any government body.	Self-Declaration on Company Letterhead.
3	The bidder must provide valid GST and PAN registration documents.	GST Certificate and PAN Copy.

## **Submission of EOI**

**Interested bidders will submit the proposal in hard copy pertaining all the required documents and a proposal for fulfilling the above criteria.**

## **Evaluation of Bids**

**Technical Evaluation:** Only bidders meeting the qualification criteria will be called for presentation.

## **Contact Details**

For further details or to submit your Expression of Interest, contact:

**Secretary,  
Uttarakhand Public Service Commission,  
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