

**SCOPE OF WORK FOR OMR SHEET AND SUBJECTIVE
ANSWER SHEET PROCESSING**

1. Scanning and accurate reading of 24113 OMR Answer Sheets using high speed Scanner supplied by the vendor.
2. preparation of data base keeping in mind the following issues including any other issue that may arise on the spot:
 - a. Manual verification of filled up roll numbers and test paper set code in all the OMR answer sheets.
 - b. Tallying each of them with attendance sheet manually and making suitable corrections.
 - c. Entering and Merging the marks of about 4,000 subjective answer sheets into Excel after answer sheets are received from evaluators.
 - d. Delivery marks/score output (including subjective papers/marks) in MS Excel format for every roll no. and every paper as per list of candidates.
 - e. Prepare complete TR (Tabular Register) for the scores of all the papers.

All the above work has to be done in the office premises at Room No. 509
510, 5th Floor, Mayur Bhawan, Cannaught Place, New Delhi