



ISO 9001:2015

Hi-tech Solutions

**PRESENTING A PROPOSAL FOR THE
IMPLEMENTATION OF AN
OMR BASED EXAMINATION SYSTEM
&
OTHER ONLINE SERVICES.**

**(Encompassing the entire process from candidate
registration to result declaration/Counselling)**

"Transforming Education with OMR BASED EXAM: A Proposal for Success!"

Content	Page No.
1. Company profile	3
2. Our Services	5
3. Our Experiences	7
4. Executive summary	9
5. Various stages of conducting the exam	11
6. Additional services	12
7. Project brief, Project definition	13
8. Scope	15
9. Phases	16
10. Introduction of technology	22
11. Contact Us	23

COMPANY PROFILE

Overview:

Hi-tech Solutions is an ISO certified cutting-edge technology company specializing in conducting OMR (Optical Mark Recognition) based exams and precise evaluation of marks using modern software technology. With a strong commitment to excellence and accuracy, we also manage web-based examinations and online Candidate registration for various exams. Our company is renowned for delivering quality-based IT solutions, revolutionizing the education and assessment industry.

Mission:

Our mission is to empower educational institutions, examination boards, and organizations by providing seamless, accurate, and efficient examination and assessment solutions through advanced OMR technology and innovative IT solutions.

Why Choose Hi-tech Solutions:

Accuracy: We pride ourselves on delivering error-free examination and assessment solutions, ensuring fairness and reliability.

Cutting-Edge Technology: Hi-tech Solutions leverages the latest advancements in software technology to stay ahead in the market and offer top-notch services.

Security: Security and privacy are our top priorities. Our systems are designed to safeguard sensitive data and prevent unauthorized access.

Customer-Centric: We place our customers at the core of our operations, understanding their unique needs and delivering tailor-made solutions.

Experienced Team: Our team of skilled professionals is experienced in the education and IT sectors, guaranteeing exceptional service and support.

OUR SERVICES

OMR Based Exams: Hi-tech Solutions is a pioneer in conducting OMR based examinations. We use state-of-the-art OMR technology to process large volumes of answer sheets quickly and accurately, reducing manual efforts and errors significantly.

Evaluation of Marks: Our advanced software technology ensures error-free evaluation of marks, ensuring fairness and transparency in the assessment process.

Web-Based Examination: We offer a secure and user-friendly platform for conducting web-based examinations, enabling remote testing and accessibility from anywhere in the world.

Quality-Based IT Solutions: Apart from our expertise in examinations, we provide a wide range of quality-based IT solutions, including software development, database management, system integration, and more.

Online Candidates Registration: Simplify the registration process for exams with our seamless online registration system, eliminating paperwork and streamlining the enrolment process.

University Management System:

- Pre-Admission Module Management System
- Candidates Admission Management System
- Candidates Attendance Management System
- Syllabus and Time Table Management System
- Candidates Counselling Management System
- Candidates Examination Management System
- Library Management System
- Alumni Management System
- Grievance and Feedback Management System
- Fee Management System
- And many more

OUR EXPERIENCES

1. GAUHATI UNIVERSITY (GURET-2021, GURET-2022, GURET-2023, GURET-2024 & GURET-2025).

[GURET is conducted by Gauhati University every year to select candidates in various subjects for the admission into Ph.D. and M.Phil. study.]

- **Printing & Supply of OMR Sheets**
- **Evaluation Of OMR Answer sheet**
- **Declaration of Results with Ranking.**

2. GAUHATI UNIVERSITY (B.Ed. Common Entrance Test, 2021, 2022, 2023, 2024 & 2025.)

- Printing & Supply of OMR Sheets
- Scanning & Evaluation Of OMR Answer sheet
- Declaration of Results with Ranking.
- More than 16000 candidates appeared every year.

3. BAR COUNCIL OF INDIA FROM 2016 in association with ITES Horizon Pvt. Ltd.

▪ AIBE VIII	No. of candidate-	31594
▪ AIBE IX	No. of candidate-	40594
▪ AIBE X	No. of candidate-	59594
▪ AIBE XI	No. of candidate-	43146
▪ AIBE XII	No. of candidate-	36869
▪ AIBE XIII	No. of candidate-	46413
▪ AIBE XIV	No. of candidate-	1,04,000

4. OFFICE OF THE DEPUTY COMMISSIONER, KAMRUP (Lot Mandal Examination 2023) in association with ITES Horizon Pvt. Ltd.

- Printing & Supply of OMR Sheets
- Evaluation Of OMR Answer sheet

- Declaration of Results with Ranking.

5. MEDICAL HEALTH AND RECRUITMENT BOARD, ASSAM in association with ITES Horizon Pvt. Ltd.

1. Food Safety Officer
2. Inspector of drugs

EXECUTIVE SUMMARY

Our company takes great pride in organizing prestigious examinations for various government departments across the nation. These exams serve as a crucial platform to evaluate candidates' capabilities and aptitude for a wide range of job profiles. With a commitment to upholding high standards of selection, we follow a systematic process that includes basic assessments, interviews, and the careful selection of desirous candidates.

Our journey begins with a clear vision to facilitate a fair and transparent selection process, adhering to the principles of integrity and meritocracy. As we embark on this mission, we lay the groundwork for a comprehensive examination system that embodies the essence of professionalism and proficiency.

To start, the initial stage comprises basic assessments that gauge candidates' fundamental knowledge and skills. Like a compass pointing north, these assessments provide a direction for candidates to align their aspirations with the requirements of their desired professions. This phase plays a pivotal role in determining the candidates' potential and suitability for various job profiles.

Next comes the interview phase, a crucial element that sets the candidates on centre stage. During these interviews, candidates have the opportunity to showcase their passion, dedication, and determination. Our expert interviewers, well-versed in their respective fields, delve deep into the candidates' aspirations and qualifications, ensuring that only the most deserving individuals are chosen to move forward.

As the symphony reaches its crescendo, the final selection process begins. We meticulously evaluate each candidate's performance and qualifications, carefully considering their potential to make valuable contributions in their respective roles. Just as a conductor listens keenly to every instrument in an orchestra, we take great care to ensure that each candidate resonates with the vision and mission of the government departments they aspire to join.

Our ultimate aim is to set a national standard for selecting candidates, paving the way for a competent and efficient

workforce across government departments. Like the keystone that supports an arch, our selected candidates play a vital role in ensuring the smooth functioning of various sectors essential for our nation's progress.

The impact of our endeavours extends far beyond the exam halls. Each candidate we select becomes a representative of our collective commitment to excellence. They are the building blocks of a brighter future for our country, contributing to the development and growth of the nation as a whole.

Our journey is a testament to the power of determination, dedication, and discipline. We believe that nurturing talent and empowering individuals with the right opportunities can drive positive change in society. Our company envisions a future where competent professionals lead the nation towards greater heights of success and prosperity.

In conclusion, our company's profile highlights our role as the facilitator of esteemed government department exams. We take pride in conducting fair and transparent assessments to identify deserving candidates who can contribute to the nation's progress. Our commitment to excellence, integrity, and meritocracy guides us on this journey, as we build a brighter future for our beloved country, one successful candidate at a time. Join us in this symphony of progress and become a part of our vision to shape a better tomorrow.

VARIOUS STAGES OF CONDUCTING THE EXAM

- Registrations of Candidates
- Selecting candidates for further consideration and informing them about the examination's specifics.
- Development of Associate Collateral (Question Paper, Admit Card, OMR Answer sheets etc.)
- Execution of examination across various centres.
- Collection and security of the Answer Sheets
- Declaration of results.

ADDITIONAL SERVICES

- **Jammers at the Examination Centres:** Examination centres utilize jammers, which are devices designed to disrupt wireless signals, to prevent candidates from cheating or using electronic devices during exams, thus ensuring a just evaluation process.
- **Interview Round:** The process involves choosing a suitable location for conducting the interviews. Once the shortlisted candidates, who meet the interview criteria, are identified, they will receive personalized notifications regarding the interview venue, date, and time slot. However, this information will be communicated only after the department's discussion and approval.
- **Panel of Interviewers:** Typically, the interview panel comprises 3 to 5 interviewers, including subject-specific professionals and dignitaries. One of the panel members is an expert in psychology, responsible for assessing the interviewee on various aspects and dimensions, such as aptitude, intelligence, emotional quotient, personality type, and communication skills.
- **Biometric Registration and verification of applied candidates:** The project aims to implement a biometric device for authenticating Candidates' eligibility to take examinations. As part of the system, Candidates will undergo fingerprint scanning and, if necessary, provide a photo ID

during their course registration. These biometric details will then be associated and recorded with their respective names in the system.

PROJECT BRIEF

- All Government department exams are to be conducted at a regular intervals for different posts.
- It is going to be an offline exam with OMR sheets and interview for the selected/shortlisted candidates.
- This document gives a detailed description of how the project would be implemented, executed and revised for a more efficient scalable and tech enabled examination.
- We aim to set new benchmarks with each examination conducted by us.
- This is going to be a pioneering effort in terms of security and data management.

PROJECT DEFINITION

To successfully conduct the Examination with due execution of the following responsibilities:

- Communication of Roles and Responsibilities to all the Stakeholders of the Examination Process without compromising the exclusivity of operations of each Stakeholder i.e. Committee members, Regional coordinators Invigilators, Test Centre Administration and the department [Government]
- Mobilization of resources [material, manpower and relevant Information for co-ordination with stakeholders, decision support and operational efficiency] so as to facilitate registration of Candidates, conduct the examination and declaration of results in adherence to the declared timelines and standards of quality and security at multiple test centres across the concerned states.

SCOPE

- Comply with operational requirements of the Project for the Following tasks:
- Registration of Candidates [Online and Offline registration. Dispersal, Collection and Processing of Forms, and communication of Acceptance to applicants]
- Verification, profiling and induction of various stakeholders and support staff with due approvals from the department.
- Management of operations for Onsite and Offsite activities across each Test Centre in adherence to preparatory requirements for conduction of the examination.
- Conduction of the Examination across all the test centres.
- Collection of answer sheets from each test centre.

- Scrutiny and Declaration of Results.
- Preparation of a Detailed Project Report for Evaluation, thereby serving as a basis for reporting improvements in the Project Plan for the next examination cycle

PHASES

ONLINE REGISTRATION:

- Our web portal offers a seamless online registration process, providing each candidate with a unique registration ID that doubles as their username. Alongside this, candidates receive a self-generated password via SMS and email for added security.
- During the registration process, candidates have the convenience of uploading all the necessary documents directly on the portal. Rest assured, these vital documents are securely stored on our dedicated servers to safeguard sensitive information and ensure easy access whenever needed.

- To enhance user experience, we have established dedicated helplines staffed with knowledgeable experts who are available to provide comprehensive technical support to candidates throughout the entire registration process and beyond. This proactive approach ensures that candidates can address any issues or queries they encounter promptly, contributing to a smooth and hassle-free registration experience.
- Our primary goal is to streamline the registration process and make it as user-friendly as possible. By employing advanced technologies and a user-centric approach, we strive to deliver a seamless and secure registration experience for all candidates. Whether it's obtaining the unique registration ID and password, uploading essential documents, or seeking technical assistance, our web portal is committed to providing a top-notch experience and guiding candidates every step of the way.

VERIFICATION AND DOCUMENT PROCESSING:

- The document processing system comprises two modules. Firstly, a tailor-made Customer Relationship Management (CRM) system is employed to validate and authenticate the documents and information submitted by the candidates. This CRM ensures that all provided data is accurate and genuine.

- Secondly, the system incorporates a feature where any discrepancies in the registration process are promptly displayed in the candidate's login area. This real-time status update enhances the user-friendliness of the application. By providing instant feedback on the registration process, candidates can easily identify and rectify any errors or missing information, leading to a smoother and more efficient experience.
- The combination of the custom CRM for document verification and the real-time status updates in the candidate login makes the document processing system robust, reliable, and user-friendly. It instils confidence in candidates that their information is being handled securely and transparently, and it empowers them to actively participate in ensuring the accuracy and completeness of their registration.

ADMIT CARD GENERATION:

- The process of admit card generation is determined by candidates' selection of examination centres, with each candidate being assigned a unique roll number based on their center choice. To access their admit cards, candidates only need to provide their registration number and date of birth on the portal. By doing so, candidates can easily view and download their respective admit cards, which contain essential details such as the examination date, centre address, and other important instructions. This straightforward procedure ensures a smooth and efficient process for candidates to obtain their admit cards for the examination they have opted for.

CONDUCT OF EXAMINATION:

- The examination process is a well-structured procedure that encompasses several stages, with each stage adhering to a specific Sanctity Protection Protocol (SPP) to ensure the confidentiality and integrity of our processes. These protocols are strictly enforced to maintain the secrecy and sanctity of our procedures. By following these stringent measures, we guarantee that the examination is conducted with the utmost security and fairness, providing a reliable and trustworthy assessment for all candidates. Our commitment to maintaining the sanctity of the process underscores our dedication to upholding the highest standards of examination integrity and credibility.

- The examination process comprises several key stages:

- I. **Question Bank Creation:** Developing a comprehensive pool of questions.
- II. **Correction and Editing:** Reviewing and refining the questions for accuracy and clarity.

- III. Finalization of Question Paper:** Selecting specific questions from the question bank to create the final exam paper.
- IV. Printing and Packing:** Producing physical copies of the exam papers and securely packaging them for distribution.

TRANSIT:

The exam materials are securely packed, sealed, and transported, ensuring the implementation of the Sanctity Protection Protocol (SPP).

ATTENDANCE AND BIOMETRICS:

- The examination venue has robust security measures in position, which include attendance and biometric systems that record candidates' thumb impressions. Moreover, manual thumb impressions are taken on both the attendance sheet and the answer sheet. Subsequently, the captured data is scanned and cropped, and then securely stored within the candidate database. This multi-layered approach ensures enhanced authentication and verification procedures during the examination process. By combining automated biometrics with manual recording, the system aims to maintain the integrity and confidentiality of the examination, providing a reliable and trustworthy assessment of the candidates.

SCANNING OF OMR & RESULT GENERATION:

- The OMR (Optical Mark Recognition) sheets are scanned, and the data is promptly handed over to the relevant commission official along with the original sheets. During the scanning process, strict surveillance is maintained to ensure the security of the data and prevent any potential breaches. This stringent approach guarantees the confidentiality and integrity of the examination results, providing a reliable and trustworthy assessment for the concerned commission and candidates.
- The result is generated in accordance with the prescribed guidelines and delivered in the desired format.

REPORT GENERATION AND DATA HANDOVER:

- All data pertaining to the particular examination is handed over in its entirety, encompassing both physical hard copies and electronic soft copies. This comprehensive package includes all relevant information, documents, and records associated with the exam. The meticulous handover ensures that the entire dataset is transferred securely and accurately to the designated recipients, facilitating smooth administrative processes and safeguarding the integrity of the examination. Both the physical and digital formats are

included to cater to the different needs and preferences of recipients, guaranteeing easy access and reliable storage of the examination-related data.

RECHECKING APPEAL:

- The appeal for rechecking is processed in strict accordance with the department's rules and protocols.

QUERY RESOLUTIONS/FURTHER PROCESSING FOR INTERVIEW:

- The resolutions and further processing for interviews are carried out based on the rules and requirements set forth by the commission

INTRODUCTION OF TECHNOLOGY

We are introducing a range of technology-backed strategies to ensure the smooth, efficient, and secure conduction of examinations. The following technologies will be provided:

- Dedicated IT infrastructure to support the examination process effectively.
- An automated database for both online and offline registration, ensuring accurate and streamlined data management.
- Admit cards will be generated using technology for quick and convenient access by candidates.
- Thumbprint-based biometric attendance and recognition system will be implemented to enhance transparency and facilitate efficient scrutiny of candidates.

- A simplified report generation software will be employed, aligning with the commission's guidelines for easy and standardized result reporting.

These technological advancements aim to optimize the examination process, providing candidates and authorities with a reliable and user-friendly experience while maintaining the highest level of security and integrity.

CONTACT US

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THANK YOU