

HUMAN RESOURCE MANAGEMENT DEPARTMENT OFFICE OF THE DIRECTOR / SECRETARY SELECTION COMMITTEE 2<sup>ND</sup> FLOOR MAIN KMC BUILDING M.A JINNAH ROAD, KARACHI

No.Dir/SSC/KMC/ 60 8 /2017

Dated 07-08-2017

Assistant Director (Assessment) Sindh Public Procurement Regulatory Authority, Government of Sindh, Karachi.

NO.33605)

. JBJECT: REF NO.SR. DIRECTOR (HRM)/KMC/2017/1405 DATED 22-05-2017 PUBLISHED IN DAILY DAWN DATED 18-05-2017 "KMC/MMD/2017/17" APPOINTMENT OF INDIVIDUAL CONSULTANTS FOR E&IP, CCIS, ECCS (CLAUSE 72(8) OF SPP RULES 2010 (AMMENDED-2017) (SR.

I am directed to refer to your letter No.A.D(A)10/SPPRA/(33605-HRM KMC)/2017-18/382dated 01-08-2017, on the above noted subject and forward parawise replies as under: -

- 1. Annual Procurement Plan (APP), as required under SPPRA Rules-11, is enclosed herewith.
- 11. Copy of Complaint Redressal Committee (CRC), as per Rule-31, is enclosed.
- All the candidate were called for interview through letters, copies of the letters are enclosed 1. herewith.
- IV. The NIT was published in Newspapers on 18-05-2017 with 15 days time limit whereas the same was uploaded on 23-05-2017 which did not comply the 15 days time. So a corrigendum was made for the re-schedule of receiving of application by 19-06-2017, which was also uploaded on SPPRA Website on 02-06-2017.
- V. Qualification Criteria is already mentioned in NIT.
- Evaluation Report, Minutes of the Meeting of Opening duly signed each & every page by VI. the committee, are enclosed herewith in original as desired.
- VII. Candidate evaluation form for successful candidates have already been submitted. Evaluation Criteria / Eligibility Criteria, candidates evaluation form in respect of remaining participants / candidates are also submitted herewith (In original) as desired please

It is requested that the same may please be hosted on authority website at the

earliest.

(ABDUL RASHEED) Director (A&R) HRM / Secretary Selection Committee KMC

1. Secretary, Local Government Department, GOS Damar 12 8

2. Staff Officer to MD, SPPRA.

3. Sr. Director (MS), KMC.

4. Office File.

C.C to:-PPRA, THWAND DIARY

#### SUB: MINUTES MEETING APPOINTMENT OF **INDIVIDUAL** THE CONSULTANT FOR BUSINESS PROCEEDINGS DEPARTMENT, KMC

On request of Department concerned for appointment of Consultant in E&IP Department, KMC on the fixed remunerations which will be chargeable by the KMC Budget, the same was published in the national Newspaper on 18-05-2017 and called applications of the interested individuals, applications of the following were received which were called for interview on 29-06-2017 at 11:00 am in the Committee Room, 1st floor, KMC Head Office in Mayor Secretariat, KMC.

- 1. Mr. Wagas Ahmed
- 2. Mr. Adnan Ghyas
- 3. Mr. Owais Farooq
- 4. Mr. Taha Ahmed Khan

The Committee had checked the provided documents & takes interview of the applicants (Evolution / Attendance Report are attached of the all candidates).

In the light of Evolution Report / interview and after settlement of fixed remuneration, the Committee has selected to Mr. Taha Ahmed Khan S/o Muhammad Tehsin Khan as Consultant, E&IP Department, KMC on the fixed remuneration of Rs.1,00,000/- (One Lac Rupees Only) is strongly recommended for consideration, please.

Senior Director, East, KMC

(Chairman)

Financial Advisor, / Representative, F&A,

**KMC** 

(Member)

Mst. Areena Rizvi, Deputy Director, State Bank of Pakistan.

(Co-opt Member)

Mr/Mst. Farawah Haider Rizvi Assistant Vice President, Research & Insides-Marketing United Refrigeration Industries (Dawlance Pvt. Ltd.)

Director Recruitment, HRM, KMC (Member/Secretary)

#### Copy for information to the:-

- Mayor, KMC.
- Deputy Mayor, KMC.
- Metropolitan Commissioner, KMC.
- Senior Director, HRM, KMC.
- Master file.



### OFFICE OF THE CHIEF ENGINEER (CONTRACT MANAGEMENT) MUNICIPAL SERVICES DEPARTMENT

Room No CR -109, 4th Floor, Civic Centre, Guldian-e-lighal, Karachi

No. C.E/(CM)/MS/KMC/ 379/15

Dated: 15-12-2015

### NOTIFICATION

In compliance of Rule-31 of SPP Rules-2010 (amended-2013), the Competent Authority has been pleased to constitute a Complaint Redresal Committee (CRC) for Municipal Services Department, comprising following members.

1. Sr. Director (MS), KMC.

Divisional Accounts Officer (Representative of A.G. Sindh) .

Member

Independent professional from the relevant. Member field concerning the Procurement Progress in question to be nominated by the head of procuring agency (as per approval by the Competent Authorityatime to time & case to case basis)

TERM OF REFERENCE (TOR)

As defined in the relevant Rule of SPP Rules-2010 (amended-2013).

Chief Engineer (CM) MS, KMC

Copy to: - .

All members.

C C., to: -

- 1. Financial Advisor, KMC.
- 2. Director (A&F), SPPRA.
- 3. P.S to the Administrator, KMC.
- 4. P.S to Metropolitan Commissioner, Karachi.
- 5. Office file

### Karachi Metropolitan Corporation Finanial Year 2016-17

Annual Procurement Plan (Modified)

		Ougatity	Estimated Unit	Estimated		Source of	nds Procurement	Timing of Procurements				
S #		(Where Applicable)	Cost (Where Applicable)	Total Cost	Funds Allocated	Funds (ADP / Non ADP)		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Remarks
1	2	3	4	5	. 6	7	8	9	. 10	11	12	13
1	APPOINTMENT AS CONSULTANT IN COMPLAINT INFORMATION SYSTEM (CCIS) 1339 MUNICIPAL SERVICES DEPARTMENT		N/A	Rs.1.90 Million (Approximate)	Subject to Budget Provision	КМС	Clause 72(8) Selection of Individual Consultant				<b>V</b>	
2	APPOINTMENT AS CONSULTANT IN E&IP DEPARTMENT KMC	•	N/A	Rs.1.90 Million (Approximate)	Subject to Budget Provision	КМС	Clause 72(8) Selection of Individual Consultant				V	
3	APPOINTMENT AS CONSULTANT IN ECCS DEPARTMENT KMC.	•)	N/A	Rs.1.90 Million (Approximate)	Subject to Budget Provision	КМС	Clause 72(8) Selection of Individual Consultant				1	

Director (A&R) HRM
Human Resources Management

OFFICE OF E&IP DEPARTMENT Near Super Market, Liaquatabad, Karachi

No. \_ 81A

Dated: 21617

To

Mr. Waqas Ahmed, L-8, Opposite B-174 Block-15, Gulistan e Jauhar, Karachi.

### SUBJECT: CALL/INTERVIEW FOR POST OF CONSUTLANT

You are hereby informed that you have applied with reference to advertisement published on 18-05-2017 in Daily Dawn Newspaper for the post of Consultant in E&IP Department, KMC.

Therefore, you are requested for walk of interview for the said post at 11:00 am on 29-06-2017 (Thursday) in the Committee Room, 1st floor, in Mayor Secretariat, Main KMC Building M.A Jinnah Road, Karachi.

Selection Committee

Karachi Metropolitan Corporation

OFFICE OF E&IP DEPARTMENT Near Super Market, Liaquatabad, Karachi

No. 81B

Dated: 21617

To

Mr. Adnan Ghayas, House No. L-4/2/25, Center Point Banglows, Block-21, FB- Area, Karachi.

#### SUBJECT: CALL/INTERVIEW FOR POST OF CONSUTLANT

You are hereby informed that you have applied with reference to advertisement published on 18-05-2017 in Daily Dawn Newspaper for the post of Consultant in E&IP Department, KMC.

Therefore, you are requested for walk of interview for the said post at 11:00 am on 29-06-2017 (Thursday) in the Committee Room, 1st floor, in Mayor Secretariat, Main KMC Building M.A Jinnah Road, Karachi..

OFFICE OF E&IP DEPARTMENT Near Super Market, Liaquatabad, Karachi

	010
No	BIC

Dated: 21/6/17

To

Mr. Owais Farooq, 1/557, Liaquatabad, Near Dakhana, <u>Karachi.</u>

#### SUBJECT: CALL/INTERVIEW FOR POST OF CONSUTLANT

You are hereby informed that you have applied with reference to advertisement published on 18-05-2017 in Daily Dawn Newspaper for the post of Consultant in E&IP Department, KMC.

Therefore, you are requested for walk of interview for the said post at 11:00 am on 29-06-2017 (Thursday) in the Committee Room, 1st floor, in Mayor Secretariat, Main KMC Building M.A Jinnah Road, Karachi.

OFFICE OF E&IP DEPARTMENT Near Super Market, Liaquatabad, Karachi

No. 81D

Dated: 21 6 17

To

Mr. Taha Ahmed Khan, House No. 90/1, 20<sup>th</sup> St, Khayaban e Rahat, Phase Vi, DHA, <u>Karachi.</u>

#### SUBJECT: CALL/INTERVIEW FOR POST OF CONSUTLANT

You are hereby informed that you have applied with reference to advertisement published on 18-05-2017 in Daily Dawn Newspaper for the post of Consultant in E&IP Department, KMC.

Therefore, you are requested for walk of interview for the said post at 11:00 am on 29-06-2017 (Thursday) in the Committee Room, 1st floor, in Mayor Secretariat, Main KMC Building M.A Jinnah Road, Karachi.

-4		•			
Name of Candidate: Caha Al Position Title: Consultant Department: E&T.P	Candidate Evaluation Form  Immed Chan  Completed By Consultant  Interviewer (stancultant  Date of Interview: 29-0	t Sele	lection T	n Com	mitte
evaluating and comparing different "comments" section to support each the interview. Please attach addition		e encou d/or imr	iraged nediat	to use t	
Criteria	CORY; S: SATISFACTORY; VS: VERY SATISFACTORY; NA: NO  Comments: (Be very specific; support your rating)	NS	S	vs	NA
Experience (as it relates to the position)	The candidate has the most elevant enjevence required for this Job			~	
Education/Training (relevant to position)	regulisement of this Job			V	
Communication Skills (written and verbal)	Candidate demonstrates			~	
Interest in and knowledge of the position	Condidate has encellent Knowledge & interest in the position			~	
Presentation (promptness, neatness of resume/application, appearance)	Entraodinary Presentation Silvs			/	
Problem Solving Skills	reptional problem solving Skills			~	
Computer Skills (consistent with those required to perform the duties of the position)	Satisfactory computer skills		~	¥1,	

The condidate has good job stability Curently worlling in same Too description in a private organisation

Job Stability

2.21.114.

### Please orcle your responses to the following questions:

1.	The applicant has the knowledge, skills, Strongly Agree Agree	and abilities to perform t Disagree	he duties of this position:  Could not determine	
2.	The applicant views this position with ex Strongly Agree Agree	citement and enthusiasm Disagree	Could not determine	
3.	The applicant has the appropriate level of Strongly Agree Agree	of experience necessary Disagree	for this position:  Could not determine	
4.	The applicant displayed the ability to part (if applicable):  Strongly Agree Agree	ticipate effectively in a te	am environment and motivate and le	ad the sta
5.	The applicant displayed ability to community Agree Agree	unicate well with all const Disagree	ituents.  Could not determine	
6.	The applicant should be included in the Strongly Agree Agree	final list of recommended Disagree	applicants:  Could not determine	
	· All		17/1-	
			7	

Scoring Candidate evaluation forms are to be completed by the interviewer to rank the candidates overall qualifications for the position. Under each heading the interviewer should give the candidate a numerical rating and write specific job related comments in the space provided. The numerical rating system is based on the following:

5 - Exceptional 4 - Above Average 3 - Average 2 - Satisfactory 1 - Unsatisfactory

Customer Service Skills - Did the candidate demonstrate the knowledge and skills to create a positive customer experience/interaction necessary for this position? Rating: 1 2 3 6 5 Comments: The canalidate was very interactive & Las vast experience of customer service Communication Skills - How were the candidate's communication skills during the interview? Rating: 1 2 3 @ 5 Comments: The condidate demonstrated good Communica Candidate Enthusiasm - How much interest did the candidate show in the position? Comments: Carolidate was very enthusiastic for the job with proper understanding of his Job discription Proper Documentation -- Did the candidate provide the relevant documents required for this position? Rating: 1 2 3 4 (5) comments: All the documents were proper and organised Overall Recommendation -- Final comments and recommendations for proceeding with this candidate. The condidate is recommended for further proceedings Rating: 1 Total Score Secured: 46 out of 50

### Min ur selection criteria to this position:

- 1) The candidate should at least secure 30 marks out of 50 on the candidate evaluation form
- 2) Recommendation on the basis of interview

Consultant Selection Committee (CSC):

1. Senior Director (E & I.P) (Chairman):

2. Financial Advisor or his Rep.

Not below the rank of BS-18 (Member):

3. Director A & R (HRM)

(Secretary/Member):

4. Areena Rizvi (Deputy Director, State Bank of Pakistan)

(Co-opted Member):

5. Frawah Haider Rizvi (Assistant Vice President Research & Insights-Marketing, United Refrigeration Industries {Dawlance Pvt. Ltd.})

(Co-opted Member):

Name of Candidate: ADNAN GIHAVAS
Position Title: Consultant
Department: E&I.P

Candidate Evaluation Form

Completed By: Consultant Selection Committee

Interviewer(s) Consultant Selection Committee

Date of Interview: 29-66-17

Purpose - This evaluation is to standardize the recording of information collected during an interview and assist in evaluating and comparing different applicants when interviews are completed. Interviewers are encouraged to use the "comments" section to support each applicant's rating. This form is to be completed during and/or immediately following the interview. Please attach additional sheets if needed.

Rating Key - NS: NOT SATISFACTORY; S: SATISFACTORY; VS: VERY SATISFACTORY; NA: NOT APPLICABLE

Criteria	Comments: (Be very specific; support your rating)	NS	S	vs	NA
Experience (as it relates to the position)	Not relevant as required for this Job	~			
Education/Training (relevant to position)	Not relevant as required for this Job	~			t
Communication Skills (written and verbal)	Very poor Communication Skills demonstrated during the interview	~			
Interest in and knowledge of the position	Has No Knowledge &	/			
Presentation (promptness, neatness of resume/application, appearance)	very unergrised of untidy application Inappropriate diessing during the interview	~			
Problem Solving Skills	Poor Plablem Solving skills can be seen in the interview	✓			
Computer Skills (consistent with those required to perform the duties of the position)	Pour Chowledge of computer	V			
Job Stability	The conclidate does not change the job prequently Consently he is jobless		~		

1

### Please circle your responses to the following questions:

1.	The applicant has the k	nowledge, skills, and at	pilities to perform the dutie	es of this position:
	Strongly Agree	Agree	Disagrée	Could not determine
2.	The applicant views this	s position with exciteme	nt and enthusiasm:	
	Strongly Agree	Agree	Disagree	Could not determine
3.	The applicant has the a	ppropriate level of expe	erience necessary for this	position:
	Strongly Agree	Agree	Disagree	Could not determine
4.	The applicant displayed (if applicable):	the ability to participate	e effectively in a team env	ironment and motivate and lead the sta
	Strongly Agree	Agree	Disagree	Could not determine
5.	The applicant displayed	ability to communicate	well with all constituents.	
	Strongly Agree	Agree	Disagree	Could not determine
6.	The applicant should be	included in the final lis	t of recommended applica	ants:
	Strongly Agree		Disagree	Could not determine
	A		( ). W	
	1 1/			

Scoring Candidate evaluation forms are to be completed by the interviewer to rank the candidates overall qualifications for the position. Under each heading the interviewer should give the candidate a numerical rating and write specific job related comments in the space provided. The numerical rating system is based on the following:

5 - Exceptional 4 - Above Average 3 - Average 2 - Satisfactory 1 - Unsatisfactory

and provided the state of the s
Educational Background - Does the candidate have the appropriate educational qualifications or training for this position?  Rating: 1 2 3 4 5  Comments: His education is not relevant for this position
Prior Work Experience - Has the candidate acquired necessary skills or qualifications through past work experiences?  Rating: 1 2 3 4 5  Comments: He does not have relevant experience required for this job
Technical Qualifications/Experience – Does the candidate have the technical skills necessary for this position?
Rating: 10 2 3 4 5 Comments: No Technical Quasification   Emperience displayed on mentioned by the condidate
Administrative and budgetary experience: financial planning, staff supervision, management of resources Does the candidate demonstrate the knowledge of these areas necessary for this position?
Rating: (1) 2 3 4 5
Comments: No Knowledge
Leadership Ability – Did the candidate demonstrate the leadership skills necessary for this position?
Rating 1) 2 3 4 5 Comments: Poor leadership skills demonstrated in the
- Par leadelship suits a emoristicular

3

C 1
Customer Service Skills – Did the candidate demonstrate the knowledge and skills to create a positive customer experience/interaction necessary for this position?
Rating: 1 2 3 4 5
Rating: 1 2 3 4 5 Comments: The candidate was too Shy & unimpressive
Communication Skills – How were the candidate's communication skills during the interview?
Rating: ① 2 3 4 5
comments: He was conjused and displayed pour
in the chills.
Communication &
Candidate Enthusiasm – How much interest did the candidate show in the position?
comments: He didn't have proper Interest / knowing
Rating: 1 2 3 4 5 didn't have proper Interest / Knowledge comments: He didn't have proper Interest / Knowledge of the position.
Proper Documentation Did the candidate provide the relevant documents required for this position?
Rating: 1 2 3 4 5
comments: Improper and untidy application/documents
Overall Recommendation Final comments and recommendations for proceeding with this candidate.
Rating: 1 2 3 4 5
comments: Should not be considered for further
proceedings
Total Score Secured: 10 out of 50
May (2.7) 11
4

### Minimum selection criteria to this position:

- 1) The candidate should at least secure 30 marks out of 50 on the candidate evaluation form
- 2) Recommendation on the basis of interview

Consultant Selection Committee (CSC):

- 1. Senior Director (E & I.P) (Chairman):
- 2. Financial Advisor or his Rep.

Not below the rank of BS-18 (Member):

3. Director A & R (HRM)

(Secretary/Member):

4. Areena Rizvi (Deputy Director, State Bank of Pakistan)

(Co-opted Member):

5. Frawah Haider Rizvi (Assistant Vice President Research & Insights-Marketing, United Refrigeration Industries {Dawlance Pvt. Ltd.})

(Co-opted Member):

Name of Candidate: Ownis Farcoy

Position Title: Consultant

Completed By Consultant Selection Committee

Interviewer (s) Consultant Selection Committee

Department: For Top Date of Interview: 29-06-17

Purpose - This evaluation is to standardize the recording of information collected during an interview and assist in evaluating and comparing different applicants when interviews are completed. Interviewers are encouraged to use the "comments" section to support each applicant's rating. This form is to be completed during and/or immediately following the interview. Please attach additional sheets if needed.

Rating Key - NS: NOT SATISFACTORY; S: SATISFACTORY; VS: VERY SATISFACTORY; NA: NOT APPLICABLE

Criteria	riteria Comments: (Be very specific; support your rating)			vs	NA
Experience (as it relates to the position)	Irrelevant experience for this	<b>V</b>			
Education/Training (relevant to position)	Torrelevant & Incomplete education for this Job	<b>√</b>			
(written and verbal)	the cardidate were satisfactory			~	
Interest in and knowledge of \$\int \text{The position}\$	10 Knowledge & Interest of the Job	V			
Presentation (promptness, neatness of resume/application, appearance)	Application is neat but some letters are missing from the setences		1		
Problem Solving Skills	Poor Problem Solving Skills un during the interview	~			
Computer Skills  (consistent with those required to perform the duties of the position)	Satisfactory Computer Skill	,		~	
Job Stability	Changing jobs very	<b>\( \)</b>			

### Please circle your responses to the following questions:

1.	The applicant has the knowledge, skills, and		
	Strongly Agree Agree	(Disagree)	Could not determine
2.	The applicant views this position with excite		
	Strongly Agree Agree	Disagree	Could not determine
3.	The applicant has the appropriate level of e		
	Strongly Agree Agree	Disagree	Could not determine
4.	The applicant displayed the ability to partici (if applicable):	pate effectively in a to	eam environment and motivate and lead the staff
	Strongly Agree Agree	Disagree	Could not determine
5.	The applicant displayed ability to communic	cate well with all cons	tituents.
	Strongly Agree Agree	Disagree	Could not determine
6.	The applicant should be included in the final	I list of recommende	d applicants:
	Strongly Agree Agree	Disagree	Could not determine
	$\bigcap$ 1		
			1. Vi. 11.
	/		

Scoring Candidate evaluation forms are to be completed by the interviewer to rank the candidates overall qualifications for the position. Under each heading the interviewer should give the candidate a numerical rating and write specific job related comments in the space provided. The numerical rating system is based on the following:

5 - Exceptional 4 - Above Average 3 - Average 2 - Satisfactory 1 - Unsatisfactory

Educational Background - Does the candidate have the appropriate educational qualifications or training for this

position? Rating:

Rating: (1) 2 3 4 5
comments: He does not have appropriate/complete
Education required for this job
Prior Work Experience – Has the candidate acquired necessary skills or qualifications through past work experiences?
Rating: 1 2 3 4 5
comments: He has no relevant experience of
E & I.P
Technical Qualifications/Experience - Does the candidate have the technical skills necessary for this position?
Rating: 1) 2 3 4 5 Quelitication   Emperience display
Comments. No recorded standard to
Comments: No Technical Qualification   Enperience display or mentioned by the Candidate
Administrative and budgetary experience: financial planning, staff supervision, management of resources – Does the candidate demonstrate the knowledge of these areas necessary for this position?
comments: Good Knowledge
Clock Robins
Leadership Ability - Did the candidate demonstrate the leadership skills necessary for this position?
Rating: 1 2 (3) 4 5
Rating: 1 2 (3) 4 5 Comments: Average Leadership Ability demonstrated by the comolidate in the interview
by the an lidate in the interview
I complete ?
AAM 11 Don'the

Customer Service Skills - Did the candidate demonstrate the knowledge and skills to create a positive customer experience/interaction necessary for this position? The candidate was interactive Rating: 1 Comments: Communication Skills - How were the candidate's communication skills during the interview? 2 (3) 4 Rating: 1 the was consident & displayed good Comments: communication still during the interview Candidate Enthusiasm - How much interest did the candidate show in the position? the had very poor interest / Knowledge this position Rating: (1) 2 Proper Documentation -- Did the candidate provide the relevant documents required for this position? 2 (3) 4 5 Rating: 1 Documents were proper but with Comments: Certain typing enois Overall Recommendation -- Final comments and recommendations for proceeding with this candidate. Rating: (1) 2 3 4 comments: Should not be considered for further Placedings. Total Score Secured: \_\_\_\_ out of 50

### Minimum selection criteria to this position:

- 1) The candidate should at least secure 30 marks out of 50 on the candidate evaluation form
- 2) Recommendation on the basis of interview

Consultant Selection Committee (CSC):

1. Senior Director (E & I.P) (Chairman):

2. Financial Advisor or his Rep.

Not below the rank of BS-18 (Member):

3. Director A & R (HRM)

(Secretary/Member):

4. Areena Rizvi (Deputy Director, State Bank of Pakistan)

(Co-opted Member):

5. Frawah Haider Rizvi (Assistant Vice President Research & Insights-Marketing, United Refrigeration Industries {Dawlance Pvt. Ltd.})

(Co-opted Member):

on Form
eted By Consultant Schedion Committees wer(s) Consultant Schedion Committees Interview: 29-06-17

Purpose - This evaluation is to standardize the recording of information collected during an interview and assist in evaluating and comparing different applicants when interviews are completed. Interviewers are encouraged to use the "comments" section to support each applicant's rating. This form is to be completed during and/or immediately following the interview. Please attach additional sheets if needed.

Rating Key - NS: NOT SATISFACTORY; S: SATISFACTORY; VS: VERY SATISFACTORY; NA: NOT APPLICABLE

Criteria	Comments: (Be very specific; support your rating)	NS	S	vs	NA
Experience (as it relates to the position)	Frederant experience for this Tob	Y			
Education/Training (relevant to position)	Education is as per requirement			~	
Communication Skills (written and verbal)	Satisfectory communicationly		V		
Interest in and knowledge of the position	Poor Knowledge and Interest in the Position	V			
Presentation (promptness, neatness of resume/application, appearance)	Improper dressing for Patervices	9	<b>/</b>		
Problem Solving Skills	Candidate demonstrates good problem Salving Sicius			~	
Computer Skills (consistent with those required to perform the duties of the position)	Candidate has average Computer Skills		~		
Job Stability	The candidate has job stability Currently jobiess		V		

### Please ciale your responses to the following questions:

1.	The applicant has the knowledge, skills, and	d abilities to perform t	the duties of this position:	
	Strongly Agree Agree	Disagree	Could not determine	
2.	The applicant views this position with excite			
	Strongly Agree Agree	Disagree	Could not determine	
3.	The applicant has the appropriate level of e	xperience necessary	for this position:	
	Strongly Agree Agree	Disagree	Could not determine	
4.	The applicant displayed the ability to particil (if applicable):	pate effectively in a te	eam environment and motivate and lead the s	taff
	Strongly Agree Agree	Disagree	Could not determine	
5.	The applicant displayed ability to communic	ate well with all cons	tituents.	
	Strongly Agree Agree	Disagree	Could not determine	
6.	The applicant should be included in the fina	l list of recommended	applicants:	
	Strongly Agree Agree	Disagree	Could not determine	
	AM		2. 7111	

Scoring Candidate evaluation forms are to be completed by the interviewer to rank the candidates overall qualifications for the position. Under each heading the interviewer should give the candidate a numerical rating and write specific job related comments in the space provided. The numerical rating system is based on the following:

5 – Exceptional 4 – Above Average 3 – Average 2 – Satisfactory 1 – Unsatisfactory
Educational Background – Does the candidate have the appropriate educational qualifications or training for this position?
Rating: 1 2 3 4 (5)
Comments: Education is as per requirement.
<b>Prior Work Experience</b> – Has the candidate acquired necessary skills or qualifications through past work experiences?
Rating: 1 2 3 4 5
comments: Irrlevent would apparience
Technical Qualifications/Experience – Does the candidate have the technical skills necessary for this position?
Comments: No techinal qualification/ Enperience displayed on mentioned by the condidate  Administrative and budgetary experience: financial planning staff supervision, management of resources.
Administrative and budgetary experience: financial planning, staff supervision, management of resources - Does the candidate demonstrate the knowledge of these areas necessary for this position?
Rating: 1 2 3 4 5
Comments: Glood
Leadership Ability - Did the candidate demonstrate the leadership skills necessary for this position?
Rating: 1 2 3 4 5 Comments: Croed Leadership Ability
AA 1 (2.7)

Customer Service Skills – Did the candidate demonstrate the knowledge and skills to create a positive customer experience/interaction necessary for this position?
Rating: 1 2 3 4 5
Comments: Interactive and good Customer Service
Skills
Communication Skills - How were the candidate's communication skills during the interview?
Rating: 1 2 ③ 4 5
Comments: Grad Communication Skills demonstrated
by the candidate
Candidate Enthusiasm – How much interest did the candidate show in the position?
Rating: (1) 2 3 4 5
comments: Poor Knowledge & Interest chown by the
candidate in the Job
Proper Documentation Did the candidate provide the relevant documents required for this position?
Rating: 1 2 3 4 5
Comments: The documentation was satisfactory
Overall Recommendation Final comments and recommendations for proceeding with this candidate.
Rating: (1) 2 3 4 5
comments: Should not be considered for further her
Proceedings
protectings
1600
Total Score Secured: 25 out of 50
A A A

### Minimum Selection criteria to this position:

- 1) The candidate should at least secure 30 marks out of 50 on the candidate evaluation form
- 2) Recommendation on the basis of interview

Consultant Selection Committee (CSC):

1. Senior Director (E & I.P) (Chairman):

2. Financial Advisor or his Rep.

Not below the rank of BS-18 (Member):

3. Director A & R (HRM)

(Secretary/Member):

4. Areena Rizvi (Deputy Director, State Bank of Pakistan)

(Co-opted Member):

5. Frawah Haider Rizvi (Assistant Vice President Research & Insights-Marketing, United Refrigeration Industries {Dawlance Pvt. Ltd.})

(Co-opted Member):

### **ATTENDANCE SHEET**

# ATTENDANCE FOR THE INTERVIEWS OF INDIVIDUAL CONSULTANT IN E&IP DEPARTMENT.

S.NO	NAME	FATHER NAME	ADDRESS	CONTACT NO.	CNIC NO.	SIGNATURE
1	MAGAS AHMED	RIAZ AHMED KHAN	H# 1-08, OPPOSITE B-174 G-TOHAR BLOCK-15	0345	42201 ( 5364561-5	
2	ADNAN GHAYA	S-GHATAS UDA	L-4/2/25 (2418 PORT B	0331-3407734	42101-4261	A Just
3	Taha Ahmed Khow	M. Tehsin	90/1, 20th Street, Knaybon-e-Rohat, Thade G. D+14	0336 2807093	42201465 1682-7	lalali
4	OWA'S EFAROR	M	1/557, Craquitating	0355-2192741	42101-14859457	Ocarford,

the Sounds

DAY.

OFFICE OF SENIOR DIRECTOR MUNICIPAL SERVICES

Dated: <u>21/6/17</u>

To

Mr. Danial Ahmed Khan D-4 Hilton Apartment, Block 9 Clifton Karachi

#### SUBJECT: CALL/INTERVIEW FOR POST OF CONSUTLANT

You are hereby informed that you have applied with reference to advertisement published on 18-05-2017 in Daily Dawn Newspaper for the post of Consultant in CCIS-1339, Municipal Services Department, KMC.

Therefore, you are requested for walk of interview for the said post at 11:00 am on 29-06-2017 (Thursday) in the Committee Room, 1st floor, in Mayor Secretariat, Main KMC Building M.A Jinnah Road, Karachi.

OFFICE OF SENIOR DIRECTOR MUNICIPAL SERVICES

mc/srdin ms/ sr/201

Dated: <u>21/6/17</u>

To

Mr. M. Furqan Khan Cell No. 0092-3332158310

#### SUBJECT: CALL/INTERVIEW FOR POST OF CONSUTLANT

You are hereby informed that you have applied with reference to advertisement published on 18-05-2017 in Daily Dawn Newspaper for the post of Consultant in CCIS-1339, Municipal Services Department, KMC.

Therefore, you are requested for walk of interview for the said post at 11:00 am on 29-06-2017 (Thursday) in the Committee Room, 1st floor, in Mayor Secretariat, Main KMC Building M.A Jinnah Road, Karachi.

OFFICE OF SENIOR DIRECTOR MUNICIPAL SERVICES

lemc/erDink/201

Dated: 21/6/17

To

Mr. Taha Usmani House No. 812, Street No. 6 Block-J Sector 11 -1/2 Orangi Town Karachi

#### SUBJECT: CALL/INTERVIEW FOR POST OF CONSUTLANT

You are hereby informed that you have applied with reference to advertisement published on 18-05-2017 in Daily Dawn Newspaper for the post of Consultant in CCIS-1339, Municipal Services Department, KMC.

Therefore, you are requested for walk of interview for the said post at 11:00 am on 29-06-2017 (Thursday) in the Committee Room, 1st floor, in Mayor Secretariat, Main KMC Building M.A Jinnah Road, Karachi.

OFFICE OF SENIOR DIRECTOR MUNICIPAL SERVICES

mc/srsin M5/52/201

Dated: 2/6/17

To

Mr. M. Imran Khan B-127 Block-13, D-1 Gulshan e Iqbal Karachi

#### SUBJECT: CALL/INTERVIEW FOR POST OF CONSUTLANT

You are hereby informed that you have applied with reference to advertisement published on 18-05-2017 in Daily Dawn Newspaper for the post of Consultant in CCIS-1339, Municipal Services Department, KMC.

Therefore, you are requested for walk of interview for the said post at 11:00 am on 29-06-2017 (Thursday) in the Committee Room, 1st floor, in Mayor Secretariat, Main KMC Building M.A Jinnah Road, Karachi.

#### SUB: MINUTES OF THE MEETING SUB: APPOINTMENT OF INDIVIDUAL CONSULTANT FOR CITIZEN COMPLAINT INFORMATION (CCIS)-1339

On request of Department concerned for appointment of Consultant in CCIS-1339, Municipal Services Deptt, KMC on the fixed remunerations which will be chargeable by the KMC Budget. the same was published in the national Newspaper on 18-05-2017 and called applications of the interested individuals, applications of the following were received which were called for interview on 29-06-2017 at 11:00 am in the Committee Room, 1st floor, KMC Head Office in Mayor Secretariat, KMC.

- 1. Mr. Danial Ahmed Khan
- 2. Mr. M. Furqan Khan
- 3. Mr. Taha Usmani
- 4. Mr. M. Imran Khan

The Committee had checked the provided documents & takes interview of the applicants (Evolution / Attendance Report are attached of the all candidates).

In the light of Evolution Report / interview and after settlement of fixed remuneration, the Committee has selected to Mr. Danial Ahmed Khan S/o Tufail Ahmed Khan as Consultant, CCIS, Municipal Services Department, KMC on the fixed remuneration of Rs.1,50,000/- (One Lac Fifty Thousand Rupees Only) is strongly recommended for/consideration, please.

Senior Director, Mpl. Services, KMC

(Chairman)

Financial Advisor, / Representative, F&A,

**KMC** (Member)

Prof. Dr. Haroon Rasheed, Head of Electrical/Electronics /Telecommunication Department,

Bahria University, Karachi

(Co-opt Member)

Syed Adnan Ali Zaidi Director, Technical,

Media Info Systems Pvt. Ltd.

(Co-opt Member)

Director Reduitment, HRM, KMC (Member/Secretary)

#### Copy for information to the:-

- Mayor, KMC.
- Deputy Mayor, KMC.
- Metropolitan Commissioner, KMC.
- Senior Director, HRM, KMC.
- > Master file.

Name of Candidate: Dany of Ahmed Khan Completed By: Concultant Schection Committee

Position Title: Computed that Department: Mos Date of Interview: 29-06-17

Purpose - This evaluation is to standardize the recording of information collected during an interview and assist in evaluating and comparing different applicants when interviews are completed. Interviewers are encouraged to use the "comments" section to support each applicant's rating. This form is to be completed during and/or immediately following the interview. Please attach additional sheets if needed.

Rating Key - NS: NOT SATISFACTORY; S: SATISFACTORY; VS: VERY SATISFACTORY; NA: NOT APPLICABLE

Criteria	Comments: (Be very specific; support your rating)	NS	s	vs	NA
Experience (as it relates to the position)	As sequial for theyal			~	E
Education/Training (relevant to position)	Is segurial for the job			~	
Communication Skills (written and verbal)	Satisfactory Commiscolours Steils		V	ě	
Interest in and knowledge of the position	Extraoclinary interest			/	
Presentation (promptness, neatness of resume/application, appearance)	Exeptional Mesculation Skells			~	
Problem Solving Skills	Satisfactory prablem Saking	T <sub>a</sub>	<b>&gt;</b>		
Computer Skills (consistent with those required to perform the duties of the position)	Exceptional Computers Skills			V	
Job Stability	Has not been Changing			V	

A1 (2.2)

# Please circle your responses to the following questions:

<ol> <li>The applicant has the knowledge, skills, and abilities to perform the duties of this position:</li> </ol>							
	Strongly Agree Agree	Disagree	Could not determine				
2.	The applicant views this position with excitement and enthusiasm:						
	Strongly Agree Agree	Disagree	Could not determine				
3.	The applicant has the appropriate level of expe	rience necessary for this	position:				
	Strongly Agree Agree	Disagree	Could not determine				
4.	The applicant displayed the ability to participate effectively in a team environment and motivate and lead the (if applicable):						
	Strongly Agree Agree	Disagree	Could not determine				
5.	The applicant displayed ability to communicate	well with all constituents	e				
	Strongly Agree Agree	Disagree	Could not determine				
6.	The applicant should be included in the final list	of recommended applications	ants:				
	Strongly Agree Agree	Disagree	Could not determine				
			200				

Scoring Candidate evaluation forms are to be completed by the interviewer to rank the candidates overall qualifications for the position. Under each heading the interviewer should give the candidate a numerical rating and write specific job related comments in the space provided. The numerical rating system is based on the following:

5 - Exceptional 4 - Above Average 3 - Average 2 - Satisfactory 1 - Unsatisfactory

Educational Background – Does the candidate have the appropriate educational qualifications or training for this position?  Rating: 1 2 3 4 5  Comments: As sequenced for the jab.
<b>Prior Work Experience</b> – Has the candidate acquired necessary skills or qualifications through past work experiences?
Pating: 1 2 3 4 5
Comments: As segurned for the jal.
Technical Qualifications/Experience – Does the candidate have the technical skills necessary for this position?
Rating: 1 2 3 4 (5)
Comments: As sequivael for the Sab
Administrative and budgetary experience: financial planning, staff supervision, management of resources – Does the candidate demonstrate the knowledge of these areas necessary for this position?
Rating: 1 2 (3) 4 5
Comments: Goed administrative & Sudgetary experience
Leadership Ability - Did the candidate demonstrate the leadership skills necessary for this position?
Rating: 1 2 3 4 5
Above average leadership asility.
3

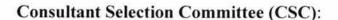
Customer Service Skills - Did the candidate demonstrate the knowledge and skills to create a positive customer experience/interaction necessary for this position? Rating: 1 2 3 (4) 5 Good Customus Seriese Skills Communication Skills - How were the candidate's communication skills during the interview? Average Commicochian Skills. Candidate Enthusiasm - How much interest did the candidate show in the position? Rating: 1 2 3 (4) 5 Conclude enthusiasm is good. Comments: Proper Documentation -- Did the candidate provide the relevant documents required for this position? Rating: 1 2 3 (4) 5 Comments: Locumentation proponed & proper. Overall Recommendation -- Final comments and recommendations for proceeding with this candidate. Should be seconomicled for fulher proceedings.

4

Total Score Secured: 42 out of 50

### Minimum selection criteria to this position:

- 1) The candidate should at least secure 30 marks out of 50 on the candidate evaluation form
- 2) Recommendation on the basis of interview



1. Senior Director (Municipal Services) (Chairman):



2. Financial Advisor or his Rep.

Not below the rank of BS-18 (Member):



3. Director A & R (HRM)

(Secretary/Member):



4. Prof. Dr. Haroon Rasheed (Head of Electrical/Electronics/Telecommunication Department, Bahria University Karachi)

(Co-opted Member):



5. Syed Adnan Ali Zaidi (Director Technical, Media Info Systems Pvt. Ltd.)

(Co-opted Member):



Candidate Eva	aluation Form	*
Name of Candidate: Mithammad Sonson Khan	Completed By: Consultant Selection	Connilte
Position Title: Conscultent	Interviewer(s): Consultant Selection	Committe
Department:	Date of Interview: 29-06-20	17_

Purpose - This evaluation is to standardize the recording of information collected during an interview and assist in evaluating and comparing different applicants when interviews are completed. Interviewers are encouraged to use the "comments" section to support each applicant's rating. This form is to be completed during and/or immediately following the interview. Please attach additional sheets if needed.

Rating Key - NS: NOT SATISFACTORY; S: SATISFACTORY; VS: VERY SATISFACTORY; NA: NOT APPLICABLE

Criteria	Comments: (Be very specific; support your rating)	NS	S	vs	NA
Experience (as it relates to the position)	Isselevant experience as required for the job	/			1
Education/Training (relevant to position)	guelevont educations as sequired for the job	~			
Communication Skills (written and verbal)	Pool Communications Skills.	<i>&gt;</i>			u .
Interest in and knowledge of the position	Satisfactory interest 1.		\ \		
Presentation (promptness, neatness of resume/application, appearance)	Satisfactory presentation SKills.	J	V		
Problem Solving Skills	Satisfactory prosCom Solving Skills.		~		
Computer Skills (consistent with those required to perform the duties of the position)	Poor Computer Skills.	~			
Job Stability	Good sab Sterbicity.		V		

1 2. Devila-

### Please circle your responses to the following questions:

1.	The applicant has the knowledge, skills, and abilities to perform the duties of this position:			
	Strongly Agree	Agree	Disagree	Could not determine
2.	The applicant views this	position with exciteme	nt and enthusiasm:	
	Strongly Agree	Agree	Disagree	Could not determine
3.	The applicant has the a	ppropriate level of expe	rience necessary for this	position:
	Strongly Agree	Agree	Disagree	Could not determine
4.	The applicant displayed (if applicable):	the ability to participate	e effectively in a team env	rironment and motivate and lead the staf
	Strongly Agree	Agree	Disagree	Could not determine
5.	The applicant displayed	ability to communicate	well with all constituents.	
	Strongly Agree	Agree	Disagree	Could not determine
6.	The applicant should be	included in the final list	t of recommended applica	ants:
	Strongly Agree	Agree	Disagree	Could not determine
				Dr. 1/2-

Scoring Candidate evaluation forms are to be completed by the interviewer to rank the candidates overall qualifications for the position. Under each heading the interviewer should give the candidate a numerical rating and write specific job related comments in the space provided. The numerical rating system is based on the following:

5 - Exceptional 4 - Above Average 3 - Average 2 - Satisfactory 1 - Unsatisfactory

<b>Educational Background</b> – Does the candidate have the appropriate educational qualifications or training for this position?
Rating: (1) 2 3 4 5
Rating: 1 2 3 4 5 Comments: Iselarant educations as regarded for the Joh.
the sal
The Jes.
<b>Prior Work Experience</b> – Has the candidate acquired necessary skills or qualifications through past work experiences?
Rating: (1) 2 3 4 5
experiences?  Rating: 1) 2 3 4 5  Comments: 9 relevent emperience as seguined for the jels.
Technical Qualifications/Experience – Does the candidate have the technical skills necessary for this position?
Rating: (1) 2 3 4 5 Comments: POON technical qualification/ Experience
Comments: 1000 Ceennical yuard of Conference
Administrative and budgetary experience: financial planning, staff supervision, management of resources – Does the candidate demonstrate the knowledge of these areas necessary for this position?
- 이 그리다 이 사람이 그리다는 이 경우는 이 경우를 되었다면 하는데 이 프로그램 이 전에 가지를 하는데 이 경우를 하는데 보고 있다면 하는데 이 경우를 하는데 하는데 이 프로그램 이 경우를 하는데 하는데 이 프로그램 이 프로그램 이 프로그램 이 기계를 하는데 하는데 이 프로그램 이 프로
Rating: 1 2 (3) 4 5 Comments: Good administrative & budgetary emperie
comments. Good activities saired y cooper of england
Leadership Ability – Did the candidate demonstrate the leadership skills necessary for this position?
Rating: 1 2 (3) 4 5
Comments: Govered leader Ship as; (ity as Sees
./
in the interview.
in the Interview.
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in the Interview.
in the Interview.

Customer Service Skills - Did the candidate demonstrate the knowledge and skills to create a positive customer experience/interaction necessary for this position? Average customer Service Shills as Seen in the Interview. Communication Skills - How were the candidate's communication skills during the interview? comments: pour Communication Skiells as seen in the Interview. Candidate Enthusiasm - How much interest did the candidate show in the position? Rating: 1 2 (3) 4 Comments: Good conditate enthusion as seen in the interview. Proper Documentation -- Did the candidate provide the relevant documents required for this position? Rating: 1 (2) 3 4 Comments: Satisfectory documentation. Overall Recommendation -- Final comments and recommendations for proceeding with this candidate. Rating: 1 2 3, 4 5
Comments: Not Seommer close. Total Score Secured: \_\_\_\_\_ | 8 \_\_\_\_ out of 50 ( 1. Dr. ... 1/2.

### Minimum selection criteria to this position:

- 1) The candidate should at least secure 30 marks out of 50 on the candidate evaluation form
- 2) Recommendation on the basis of interview

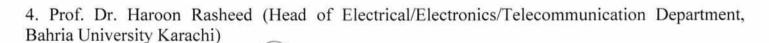


- 1. Senior Director (Municipal Services) (Chairman):
- 2. Financial Advisor or his Rep.

Not below the rank of BS-18 (Member):

3. Director A & R (HRM)

(Secretary/Member):



(Co-opted Member):

5. Syed Adnan Ali Zaidi (Director Technical, Media Info Systems Pvt. Ltd.)

(Co-opted Member):

Candidate E	valuation Form
Name of Candidate: HUSyan Khan-	Completed By: Consultant Selection Committee
Position Title: Conscal font	Interviewer(s): Consultant Scaletion Committee
Department:	Date of Interview: 29 - 06 - 2017

Purpose - This evaluation is to standardize the recording of information collected during an interview and assist in evaluating and comparing different applicants when interviews are completed. Interviewers are encouraged to use the "comments" section to support each applicant's rating. This form is to be completed during and/or immediately following the interview. Please attach additional sheets if needed.

Rating Key - NS: NOT SATISFACTORY; S: SATISFACTORY; VS: VERY SATISFACTORY; NA: NOT APPLICABLE

Criteria	Comments: (Be very specific; support your rating)	NS	s	vs	NA
Experience (as it relates to the position)	iscolerant Experence as sequence for the job	~			
Education/Training (relevant to position)	Isilevant education as sequinel for the job	4			
Communication Skills (written and verbal)	Extreodinary commincation Skells.			7	
Interest in and knowledge of the position	Satisfactory Interest—el anouledge of the position				
Presentation (promptness, neatness of resume/application, appearance)	Exceptsonal Pusalation Skills			5	
Problem Solving Skills	Poor Mallom Salving Skills.	<b>Y</b>			
Computer Skills (consistent with those required to perform the duties of the position)	Exceptional Computer			V	
Job Stability	Good sob Stability.				

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### Pleas circle your responses to the following questions:

1.	The applicant has the k	nowledge, skills, and	abilities to perform the dutie	es of this position:
	Strongly Agree	Agree	Disagree	Could not determine
2.	The applicant views this	s position with exciten	nent and enthusiasm:	
	Strongly Agree	Agree	Disagree	Could not determine
3.	The applicant has the a	ppropriate level of exp	perience necessary for this	position:
	Strongly Agree	Agree	Disagree	Could not determine
4.	The applicant displayed (if applicable):	the ability to participa	ate effectively in a team env	vironment and motivate and lead the sta
	Strongly Agree	Agree	Disagree	Could not determine
5.	The applicant displayed	ability to communica	te well with all constituents	e e
	Strongly Agree	Agree	Disagree	Could not determine
6.	The applicant should be	included in the final I	list of recommended applica	ants:
	Strongly Agree	Agree	Disagree	Could not determine
		PA		Dire 111 -

Scoring Candidate evaluation forms are to be completed by the interviewer to rank the candidates overall qualifications for the position. Under each heading the interviewer should give the candidate a numerical rating and write specific job related comments in the space provided. The numerical rating system is based on the following:

5 - Exceptional 4 - Above Average 3 - Average 2 - Satisfactory 1 - Unsatisfactory

Educational Background - Does the candidate have the appropriate educational qualifications or training for this position?  Rating: 1 2 3 4 5  Comments: Guelsevert eelucational background.
Prior Work Experience – Has the candidate acquired necessary skills or qualifications through past work experiences?  Rating: 1 2 3 4 5  Comments:   Melevent work experience.
Technical Qualifications/Experience - Does the candidate have the technical skills necessary for this position?  Rating: 1 2 3 4 5  Comments: Glelever & Cechnical Qualification / englescine
Administrative and budgetary experience: financial planning, staff supervision, management of resources—Does the candidate demonstrate the knowledge of these areas necessary for this position?  Rating: 1 2 3 4 5  Comments: Greece celministsative & backgetony experience.
Rating: 1 2 3 4 5  Comments:  Average leavelership asi (it).

Customer Service Skills - Did the candidate demonstrate the knowledge and skills to create a positive customer experience/interaction necessary for this position? Rating: 1 2 3 4 Comments: Geal Custonice Saurce Skills Communication Skills - How were the candidate's communication skills during the interview? Rating: 1 2 3 4 5 Comments: Excellent Communication Shills Candidate Enthusiasm - How much interest did the candidate show in the position? Rating: 1 (2 )3 4 Comments: Satisfactory enthusiason on be Seen. Proper Documentation -- Did the candidate provide the relevant documents required for this position? Comments: Goed documentation. Overall Recommendation -- Final comments and recommendations for proceeding with this candidate. Rating: 1 (2) 3 4 5 Shauld not be Considered. Comments: Total Score Secured: \_\_\_\_\_\_ out of 50

### Minimum selection criteria to this position:

- 1) The candidate should at least secure 30 marks out of 50 on the candidate evaluation form
- 2) Recommendation on the basis of interview



1. Senior Director (Municipal Services) (Chairman):



2. Financial Advisor or his Rep.

Not below the rank of BS-18 (Member):

Mu-11.--

3. Director A & R (HRM)

(Secretary/Member):

4. Prof. Dr. Haroon Rasheed (Head of Electrical/Electronics/Telecommunication Department, Bahria University Karachi)

(Co-opted Member):



(Co-opted Member):



Candidate Eval	luation Form	
Name of Candidate: Taka Usmoni	Completed By: Consultant Sclew	4 on Conn
Position Title: Consellent	Interviewer(s): Consultant School	Committe
Department: PO . S	Date of Interview: 29 - 06 - 201	

Purpose - This evaluation is to standardize the recording of information collected during an interview and assist in evaluating and comparing different applicants when interviews are completed. Interviewers are encouraged to use the "comments" section to support each applicant's rating. This form is to be completed during and/or immediately following the interview. Please attach additional sheets if needed.

Rating Key - NS: NOT SATISFACTORY; S: SATISFACTORY; VS: VERY SATISFACTORY; NA: NOT APPLICABLE

Criteria	Comments: (Be very specific; support your rating)	NS	S	vs	NA
Experience (as it relates to the position)	Not sekevont enjerience	~	ý		
Education/Training (relevant to position)	Not sclevent selwation	/	1-		
Communication Skills (written and verbal)	Seen in interser.	V			
Interest in and knowledge of the position	Poer interest & unauledge of the pass toon.	√,			
Presentation (promptness, neatness of resume/application, appearance)	very poor presentation Skills.	1			
Problem Solving Skills	Poor Balan Saling Skills	/ /			
Computer Skills (consistent with those required to perform the duties of the position)	Satisfectory Computer Shills		✓ <u>.</u>		
Job Stability	Sahsfactory sol stability		V.		

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### Please ircle your responses to the following questions:

1.	The applicant has the k	nowledge, skills, and a	abilities to perform the dutie	es of this position:
	Strongly Agree	Agree	Disagree	Could not determine
2.	The applicant views this	s position with excitem	ent and enthusiasm:	
	Strongly Agree	Agree	Disagree	Could not determine
3.	The applicant has the a	ppropriate level of exp	perience necessary for this	position:
	Strongly Agree	Agree	Disagree	Could not determine
4.	The applicant displayed (if applicable):	the ability to participa	te effectively in a team env	vironment and motivate and lead the sta
	Strongly Agree	Agree	Disagree	Could not determine
5.	The applicant displayed	ability to communicat	e well with all constituents.	
	Strongly Agree	Agree	Disagree	Could not determine
6.	The applicant should be	e included in the final li	st of recommended applica	ants:
	Strongly Agree	Agree	Disagree	Could not determine
				$\wedge$
			( 10)	Dec 111 -
	X	TVV		

Scoring Candidate evaluation forms are to be completed by the interviewer to rank the candidates overall qualifications for the position. Under each heading the interviewer should give the candidate a numerical rating and write specific job related comments in the space provided. The numerical rating system is based on the following:

5 - Exceptional 4 - Above Average 3 - Average 2 - Satisfactory 1 - Unsatisfactory

<b>Educational Background</b> – Does the candidate have the appropriate educational qualifications or training for this position?
Rating: (1) 2 3 4 5
Comments: is elevant elevantion as per the sequences
of the jab.
<b>Prior Work Experience</b> – Has the candidate acquired necessary skills or qualifications through past work experiences?
Rating: (1) 2 3 4 5
Rating: 1) 2 3 4 5 Comments: Isseledant emperience as per the sequent
of the sal.
Technical Qualifications/Experience - Does the candidate have the technical skills necessary for this position?
Rating: 1 2 3 4 5
Comments: Park rechrical Qualification/Experience as Rev
the seguinno of the Jal
Administrative and budgetary experience: financial planning, staff supervision, management of resources -
Does the candidate demonstrate the knowledge of these areas necessary for this position?
Rating: 1 2 3 (4) 5
Rating: 1 2 3 4 5 Comments: Good. achininstadine & Budgetay experience
Leadership Ability – Did the candidate demonstrate the leadership skills necessary for this position?
Rating: (1) 2 3 4 5
Comments: peak leeskelship quelity.
A 11 (21)
3

Customer Service Skills - Did the candidate demonstrate the knowledge and skills to create a positive customer experience/interaction necessary for this position? Rating: (7) 2 3 4 5 Comments: Pool Customer Service Still Communication Skills - How were the candidate's communication skills during the interview? Rating: 1 2 3 4 5 Comments: par Communication Shills. Candidate Enthusiasm - How much interest did the candidate show in the position? Comments: pool condidate enthusiasm Proper Documentation -- Did the candidate provide the relevant documents required for this position? Comments: Good documentation Overall Recommendation -- Final comments and recommendations for proceeding with this candidate. Rating: (1) 2 Comments: Chardal next be concretised. Total Score Secured: \_\_\_\_\_\_ out of 50

### Minimis selection criteria to this position:

- 1) The candidate should at least secure 30 marks out of 50 on the candidate evaluation form
- 2) Recommendation on the basis of interview

### ' Consultant Selection Committee (CSC):

1. Senior Director (Municipal Services) (Chairman):



2. Financial Advisor or his Rep.

Not below the rank of BS-18 (Member):

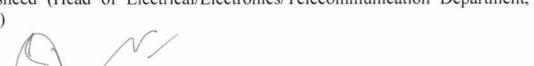


3. Director A & R (HRM)

(Secretary/Member):

4. Prof. Dr. Haroon Rasheed (Head of Electrical/Electronics/Telecommunication Department, Bahria University Karachi)

(Co-opted Member):



5. Syed Adnan Ali Zaidi (Director Technical, Media Info Systems Pvt. Ltd.)

(Co-opted Member):



### **ATTENDANCE SHEET**

# ATTENDANCE FOR THE INTERVIEWS OF INDIVIDUAL CONSULTANT IN M.S DEPARTMENT.

S.NO	NAME	FATHER NAME	ADDRESS	CONTACT NO.	CNIC NO.	SIGNATURE
1	TAHA USMANI	MOHAMMAD JADRUL DSLAM USMANI	L-17), sector-Sc/2 Whan Health cond	•	424017604728	Take.
2			The state of the s		422012-192199-5	Fire
3	Mohammad Invan Khan	Muhammad Avis Khan	B-127 Block 13-D-1 Gulshanlabal	050-8298322	42201-4423827-5	1
4	Danial Ahmed lehau	Tufail Ahmed	Dly Hilton apartment BL:09	0300-25796	42301-9680	Day

clifton

OFFICE OF SENIOR DIRECTOR COORDINATION & COMMUNICATION MAYOR SECRETARIAT



No KMC/ScDin MS/8cl/199

Dated: 21/6/17

To

Syed Haris Bin Rashid, Cell#: 0345-8285628.

### SUBJECT: CALL/INTERVIEW FOR POST OF CONSUTLANT

You are hereby informed that you have applied with reference to advertisement published on 18-05-2017 in Daily Dawn Newspaper for the post of Consultant in ECCS Mayor Secretariat, KMC.

Therefore, you are requested for walk of interview for the said post at 11:00 am on 29-06-2017 (Thursday) in the Committee Room, 1st floor, in Mayor Secretariat, Main KMC Building M.A Jinnah Road, Karachi.

### OFFICE OF SENIOR DIRECTOR COORDINATION & COMMUNICATION MAYOR SECRETARIAT

No KMC/SIDMAS/SE/199

Dated: 21 6 17

To

Engr. Farrukh Malik, House # F-75/2 Martin Quarters Jamshed Road No.2 Karachi.

### SUBJECT: CALL/INTERVIEW FOR POST OF CONSUTLANT

You are hereby informed that you have applied with reference to advertisement published on 18-05-2017 in Daily Dawn Newspaper for the post of Consultant in ECCS Mayor Secretariat, KMC.

Therefore, you are requested for walk of interview for the said post at 11:00 am on 29-06-2017 (Thursday) in the Committee Room, 1st floor, in Mayor Secretariat, Main KMC Building M.A Jinnah Road, Karachi.

OFFICE OF SENIOR DIRECTOR
COORDINATION & COMMUNICATION
MAYOR SECRETARIAT

No Kmyler Dunsfeef199

Dated: 21/6/17

To

Mr. Ahsan Ali, House No. B-10/4, Malir Extension Colony, <u>Karachi.</u>

### SUBJECT: CALL/INTERVIEW FOR POST OF CONSUTLANT

You are hereby informed that you have applied with reference to advertisement published on 18-05-2017 in Daily Dawn Newspaper for the post of Consultant in ECCS Mayor Secretariat, KMC.

Therefore, you are requested for walk of interview for the said post at 11:00 am on 29-06-2017 (Thursday) in the Committee Room, 1st floor, in Mayor Secretariat, Main KMC Building M.A Jinnah Road, Karachi.

## OFFICE OF SENIOR DIRECTOR COORDINATION & COMMUNICATION MAYOR SECRETARIAT

No kmc/sxDime/sz/199

Dated: 21 6 17

To

Syed Ali Mukhtar Zaidi, D 1 8-9 Malir Extension Colony, <u>Karachi.</u>

### SUBJECT: CALL/INTERVIEW FOR POST OF CONSUTLANT

You are hereby informed that you have applied with reference to advertisement published on 18-05-2017 in Daily Dawn Newspaper for the post of Consultant in ECCS Mayor Secretariat, KMC.

Therefore, you are requested for walk of interview for the said post at 11:00 am on 29-06-2017 (Thursday) in the Committee Room, 1st floor, in Mayor Secretariat, Main KMC Building M.A Jinnah Road, Karachi.

### SUB: MINUTES OF THE **MEETING** APPOINTMENT OF **INDIVIDUAL** CONSULTANTS FOR NEWLY **ESTABLISHED ECCS** IN MAYOR SECRETARIAT, KMC

On request of Department concerned for appointment of Consultant in ECCS, Mayor Secretariat, KMC on the fixed remunerations which will be chargeable by the KMC Budget, the same was published in the national Newspaper on 18-05-2017 and called applications of the interested individuals, applications of the following were received which were called for interview on 29-06-2017 at 11:00 am in the Committee Room, 1st floor, KMC Head Office in Mayor Secretariat, KMC.

- Syed Haris Bin Rashid
- Eng. Farrukh Malik
- 3. Mr. Ahsan Ali
- Syed Ali Mukhtar Zaidi

The Committee had checked the provided documents & takes interview of the applicants (Evolution / Attendance Report are attached of the all candidates).

In the light of Evolution Report / interview and after settlement of fixed remuneration, the Committee has selected to Mr.Ahsan Ali S/o Riaz Hussain as Consultant, ECCS, Mayor Secretariat, KMC on the fixed remuneration of Rs.75,000/-(Seventy Five Thousand Rupees Only) is strongly recommended for consideration, please.

Director, Coord. & Comm (eCCS) Mayor Sectt: KMC

(Chairman)

Financial Advisor, / Representative, F&A,

**KMC** (Member)

Mr. Haider Imam Rizvi Director/Producer PTV

(Co-opt Member)

Mr. Naseem Uddin Sved Director Geo Television.

(Co-opt Member)

Director ment, HRM, KMC (Member/Secretary)

### Copy for information to the:-

- Mayor, KMC.
- Deputy Mayor, KMC.
- Metropolitan Commissioner, KMC.

Senior Director, HRM, KMC.

Candidate Eval	uation Form
Name Candidate Syed Haris Bin Rashid	Completed By Consultant Selection Committee
Position Title: Concultant	Interviewer (sprubbent selection Committee
Department: FCCS	Date of Interview: 29/6/17

Purpose - This evaluation is to standardize the recording of information collected during an interview and assist in evaluating and comparing different applicants when interviews are completed. Interviewers are encouraged to use the "comments" section to support each applicant's rating. This form is to be completed during and/or immediately following the interview. Please attach additional sheets if needed.

Rating Key - NS: NOT SATISFACTORY; S: SATISFACTORY; VS: VERY SATISFACTORY; NA: NOT APPLICABLE

Criteria	Comments: (Be very specific; support your rating)	NS	s	vs	NA
Experience (as it relates to the position)	Not Relevant for this Tob	1			
Education/Training (relevant to position)	As required for the Job			~	
Communication Skills (written and verbal)	Enternly poor Communication	~			
Interest in and knowledge of the position	No Interest & Knowledge of the position	~			
Presentation (promptness, neatness of resume/application, appearance)	Poor Presentation Skills	~			
Problem Solving Skills	Entlemely Poor Problem Solving Skills	~			
Computer Skills (consistent with those required to perform the duties of the position)	Grood Computer Sicils			/	
Job Stability	Good Job stability			~	

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### Pleasycircle your responses to the following questions:

1.	The applicant has the k	knowledge, skills, and	abilities to perform the dutie	es of this position:
	Strongly Agree	Agree	Disagree	Could not determine
2.	The applicant views this	s position with excitem	nent and enthusiasm:	
	Strongly Agree	Agree	Disagree	Could not determine
3.	The applicant has the a	appropriate level of exp	perience necessary for this	position:
	Strongly Agree	Agree	Disagree	Could not determine
4.	The applicant displayed (if applicable):	d the ability to participa	ate effectively in a team env	vironment and motivate and lead the staf
	Strongly Agree	Agree	Disagree	Could not determine
5.	The applicant displayed	d ability to communica	te well with all constituents.	
	Strongly Agree	- 17.7	Disagree	Could not determine
6.	The applicant should be	e included in the final I	list of recommended applica	ants:
	Strongly Agree		Disagree	Could not determine
,	7	1//		D.1.1/2.
/	( \			

Scoring Candidate evaluation forms are to be completed by the interviewer to rank the candidates overall qualifications for the position. Under each heading the interviewer should give the candidate a numerical rating and write specific job related comments in the space provided. The numerical rating system is based on the following:

5 - Exceptional 4 - Above Average 3 - Average 2 - Satisfactory 1 - Unsatisfactory

<b>Educational Background</b> – Does the candidate have the appropriate educational qualifications or training for this position?
Rating: 1 2 3 4 (5)
comments: Education of the candidate is as per the
Rating: 1 2 3 4 (5) Comments: Education of the constidate is as per the  Job requisement
<b>Prior Work Experience</b> – Has the candidate acquired necessary skills or qualifications through past work experiences?
Rating: (1) 2 3 4 5
experiences?  Rating: ① 2 3 4 5  Comments: Totally Irrelevant experience for this  Job
<b>Technical Qualifications/Experience</b> – Does the candidate have the technical skills necessary for this position?
Rating: (1) 2 3 4 5
Comments: No Techa ica Guargi Carion Le 1910
Comments: No Technical Qualification (Experience as required for the Job
Administrative and budgetary experience: financial planning, staff supervision, management of resources Does the candidate demonstrate the knowledge of these areas necessary for this position?  Rating: 1 2 3 4 5  Comments: Very Cood
O .
Leadership Ability – Did the candidate demonstrate the leadership skills necessary for this position?
Rating: (1) 2 3 4 5
Comments: Poor
Leadership Quality
3 2. Dennyer

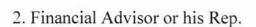
Customer Service Skills – Did the candidate demonstrate the knowledge and skills to create a positive customer experience/interaction necessary for this position?
Rating: 1 (2) 3 4 5
comments: Satisfactors Customer Service Stills
Communication Skills – How were the candidate's communication skills during the interview?
Rating: 1 2 3 4 5
Comments: Entre mely poor Communication Skills
Candidate Enthusiasm – How much interest did the candidate show in the position?
Rating: 1 2 (3) 4 5
comments: The candidate is enthusiastic but
Rating: 1 2 (3) 4 5 Comments: The candidate is enthusiastic but Withe irrelevant appearence & poor job knowledge Proper Documentation Did the candidate provide the relevant documents required for this position?
1 THE TIME OF A STANDARD OF THE STANDARD OF TH
Rating: 1 2 3 (4) 5
comments: Downertation done by the candidate
comments: Downentation done by the candidate was tidy of neet
was query a neer
Overall Recommendation Final comments and recommendations for proceeding with this candidate.
Rating: 1 2 3 4 5
comments: Should not be considered for
further proceedings
$\circ$
Total Score Secured: 23 out of 50
4

### Minir m selection criteria to this position:

- 1) The candidate should at least secure 30 marks out of 50 on the candidate evaluation form
- 2) Recommendation on the basis of interview

### Consultant Selection Committee (CSC):

1. Senior Director (ECQS) (Chairman):



Not below the rank of BS-18 (Member):

3. Director A & R (HRM)

(Secretary/Member):

4. Naeemuddin Syed (Director, GEO Television)

(Co-opted Member):

5. Haider Imam Rizvi (Ex- Director) Producer, PTV)

(Co-opted Member):

Name of Candidate: Farfuch Malik
Position Title: Consultant
Department: ECCS

Candidate Evaluation Form

Completed By: Consultant Jelection Committee

Interviewer Consultant Jelection Committee

Date of Interview 29/6/17

Purpose - This evaluation is to standardize the recording of information collected during an interview and assist in evaluating and comparing different applicants when interviews are completed. Interviewers are encouraged to use the "comments" section to support each applicant's rating. This form is to be completed during and/or immediately following the interview. Please attach additional sheets if needed.

Rating Key - NS: NOT SATISFACTORY; S: SATISFACTORY; VS: VERY SATISFACTORY; NA: NOT APPLICABLE

Criteria	Comments: (Be very specific; support your rating)	NS	S	vs	NA
Experience Not (as it relates to the position)	As required for this Job (Irrelevant Emperience)	~	65		
Education/Training (relevant to position)	As required for this			/	
Communication Skills (written and verbal)	Satisfactory Communication		1	-	
Interest in and knowledge of the position	poor Interest & Knowledge of the Position	/			
Presentation (promptness, neatness of resume/application, appearance)	Poor Presentation & Kills	~			
Problem Solving Skills	Entremely poor problems Solving skills	/			
Computer Skills (consistent with those required to perform the duties of the position)	No Knowledge of computer veguired for this	/			
Job Stability	Satisfactory 50b 8 tability		<b>/</b>		

X.

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### Pleasticircle your responses to the following questions:

1.	The applicant has the k	nowledge, skills, and a	abilities to perform the dutie	es of this position:
	Strongly Agree	Agree	Disagree	Could not determine
2.	The applicant views this	s position with excitem	ent and enthusiasm:	
	Strongly Agree	Agree	Disagree	Could not determine
3.	The applicant has the a	ppropriate level of exp	perience necessary for this	position:
	Strongly Agree	Agree	Disagree	Could not determine
4.	The applicant displayed (if applicable):	the ability to participa	ate effectively in a team env	vironment and motivate and lead the staf
	Strongly Agree	Agree	Disagree	Could not determine
5.	The applicant displayed	d ability to communicat	te well with all constituents.	
	Strongly Agree	Agree	Disagree	Could not determine
6.	The applicant should be	e included in the final li	ist of recommended applica	ants:
	Strongly Agree	Agree	Disagree	Could not determine
	_			
	× n			
/	U H		- ( ):	D11-11.12

Scoring Candidate evaluation forms are to be completed by the interviewer to rank the candidates overall qualifications for the position. Under each heading the interviewer should give the candidate a numerical rating and write specific job related comments in the space provided. The numerical rating system is based on the following:

5 - Exceptional 4 - Above Average 3 - Average 2 - Satisfactory 1 - Unsatisfactory

Educational Background – Does the candidate have the appropriate educational qualifications or training for this position?

Rating: 1 2 3 4 5)
Comments: As per the requirement

**Prior Work Experience** – Has the candidate acquired necessary skills or qualifications through past work experiences?

Rating: 1) 2 3 4 5 Comments: Irrelevant for the job

Technical Qualifications/Experience - Does the candidate have the technical skills necessary for this position?

Comments: No Technical Experience/Qualification for this Tob can been seen in the cardidate

Administrative and budgetary experience: financial planning, staff supervision, management of resources – Does the candidate demonstrate the knowledge of these areas necessary for this position?

Rating: 1 2 3 4 5 Comments:

Leadership Ability - Did the candidate demonstrate the leadership skills necessary for this position?

Rating: (1) 2 3 4 5

Comments:

Entlemely Poor Leadership the Ability can be seen in the interview

A. 1. 11. 11.

Customer Service Skills – Did the candidate demonstrate the knowledge and skills to create a positive customer experience/interaction necessary for this position?
Rating: 1 2 3 4 5
comments: No Knowledge of Customer Service
Communication Skills - How were the candidate's communication skills during the interview?  Rating: 1 2 3 4 5  Comments:  Comments:  Communication Skills - How were the candidate's communication skills during the interview?  Communication Skills - How were the candidate's communication skills during the interview?  Communication Skills - How were the candidate's communication skills during the interview?  Communication Skills - How were the candidate's communication skills during the interview?
Candidate Enthusiasm – How much interest did the candidate show in the position?
Rating: 1 2 3 4 5
comments: seems enthusiastic but lack the
Expertise
Proper Documentation Did the candidate provide the relevant documents required for this position?
Rating: 1 2 3 4 5
Documentation was tidy
Overall Recommendation Final comments and recommendations for proceeding with this candidate.
Rating: (1) 2 3 4 5
Comments: Not Recommended
Total Score Secured: 2   out of 50
X. All Division.

### Minimum selection criteria to this position:

- 1) The candidate should at least secure 30 marks out of 50 on the candidate evaluation form
- 2) Recommendation on the basis of interview

### Consultant Selection Committee (CSC):

1. Senior Director (ECCS) (Chairman):

1. Senior Director (ECCS) (Chairman):

2. Financial Advisor or his Rep.

Not below the rank of BS-18 (Member):

2. Divi /1...

3. Director A & R (HRM)

(Secretary/Member):

4. Naeemuddin Syed (Director, GEO Television)

(Co-opted Member):

5. Haider Imam Rizvi (Ex-Director/Producer) PTV

(Co-opted Member):

**Candidate Evaluation Form** 

	ate Liantion i orin
Name of Candidate: Ahsan Ali	Completed By: Consultant Selection Commission
Position Title: Consultant	Interviewer (Spanlant Selection Committee
Department: ECCS	Date of Interview: 29/6/17
	7 7 .

Purpose - This evaluation is to standardize the recording of information collected during an interview and assist in evaluating and comparing different applicants when interviews are completed. Interviewers are encouraged to use the "comments" section to support each applicant's rating. This form is to be completed during and/or immediately following the interview. Please attach additional sheets if needed.

Rating Key - NS: NOT SATISFACTORY; S: SATISFACTORY; VS: VERY SATISFACTORY; NA: NOT APPLICABLE

Criteria	Comments: (Be very specific; support your rating)	NS	S	vs	NA
Experience (as it relates to the position)	As required for the job			~	
Education/Training (relevant to position)	As required for the job			~	
Communication Skills (written and verbal)	Exceptional Communication & KiUS			~	•H
Interest in and knowledge of the position	Sound (Chowledge & Interesting the position			<b>/</b>	
Presentation (promptness, neatness of resume/application, appearance)	Satisfactory Presentation Skills				
Problem Solving Skills	Satisfactory Problem Solving Skills		~		
Computer Skills (consistent with those required to perform the duties of the position)	Entradinary computer & Kills			<b>/</b>	
Job Stability	Catisfactory Tob Stability		~		

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### Please circle your responses to the following questions:

1.	The applicant has the knowledge, skills,	and abilities to perform th	e duties of this position:	
	Strongly Agree Agree	Disagree	Could not determine	
2.	The applicant views this position with ex	citement and enthusiasm:		
	Strongly Agree Agree	Disagree	Could not determine	
3.	The applicant has the appropriate level	of experience necessary for	or this position:	
	Strongly Agree Agree	Disagree	Could not determine	
4.	The applicant displayed the ability to par (if applicable):	rticipate effectively in a tea	m environment and motivate and lea	d the staf
	Strongly Agree Agree	Disagree	Could not determine	
5.	The applicant displayed ability to comm	unicate well with all constit	uents.	
	Strongly Agree Agree	Disagree	Could not determine	
6.	The applicant should be included in the	final list of recommended	applicants:	
	Strongly Agree Agree	Disagree	Could not determine	
	-			
		\		
	10 44		17 y	

Scoring Candidate evaluation forms are to be completed by the interviewer to rank the candidates overall qualifications for the position. Under each heading the interviewer should give the candidate a numerical rating and write specific job related comments in the space provided. The numerical rating system is based on the following:

5 - Exceptional 4 - Above Average 3 - Average 2 - Satisfactory 1 - Unsatisfactory

**Educational Background** – Does the candidate have the appropriate educational qualifications or training for this position?

Rating: 1 2 3 4 3 Comments: As required for the job

**Prior Work Experience** – Has the candidate acquired necessary skills or qualifications through past work experiences?

Rating: 1 2 3 4 (5)
Comments: As required for this job

Technical Qualifications/Experience - Does the candidate have the technical skills necessary for this position?

Rating: 1 2 3 4 (5)
Comments: As required for this job

Administrative and budgetary experience: financial planning, staff supervision, management of resources – Does the candidate demonstrate the knowledge of these areas necessary for this position?

Rating: 1 2 3 4 5
Comments: (200)

Leadership Ability - Did the candidate demonstrate the leadership skills necessary for this position?

Rating: 1 2 3 4 5

Comments:

Excellent Leadership Ability can be seen in the intervior

3

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Customer Service Skills – Did the candidate demonstrate the knowledge and skills to create a positive customer experience/interaction necessary for this position?
Comments: Exceptional Customer Service Stills can be seen in the interview
Communication Skills - How were the candidate's communication skills during the interview?  Rating: 1 2 3 4 (5)  Comments:  Land odinary communication skills during the interview?  Land odinary communication skills during the interview?
Candidate Enthusiasm – How much interest did the candidate show in the position?
Rating: 1 2 3 4 5
very enthusiastic for the Job
Proper Documentation — Did the candidate provide the relevant documents required for this position?  Rating: 1 2 3 4 5  Comments:  Godd card Neat documents
Overall Recommendation Final comments and recommendations for proceeding with this candidate.
Rating: 1 2 3 4 (5)
comments: Recommeded for further proceedings
Total Score Secured:U out of 50
A Direction

### Minimum selection criteria to this position:

- 1) The candidate should at least secure 30 marks out of 50 on the candidate evaluation form
- 2) Recommendation on the basis of interview

### Consultant Selection Committee (CSC):

1. Senior Director (EC(S) (Chairman):



2. Financial Advisor or his Rep.

Not below the rank of BS-18 (Member):

Dirilling

3. Director A & R (HRM)

(Secretary/Member):

4. Naeemuddin Syed (Director, GEO Television)

(Co-opted Member):

5. Haider Imam Rizvi (Ex- Director/Producer, PTV)

(Co-opted Member):

Name d'Sandidate: Syed Ali Mukhtal Zaidi Completed By: Consultant belection Committee

Position Title: Consultant Interviewer (sconsultant Selection Committee

Department: ECCS

Date of Interview: 29/6/17

Purpose - This evaluation is to standardize the recording of information collected during an interview and assist in evaluating and comparing different applicants when interviews are completed. Interviewers are encouraged to use the "comments" section to support each applicant's rating. This form is to be completed during and/or immediately following the interview. Please attach additional sheets if needed.

Rating Key - NS: NOT SATISFACTORY; S: SATISFACTORY; VS: VERY SATISFACTORY; NA: NOT APPLICABLE

Criteria	Comments: (Be very specific; support your rating)	NS	s	vs	NA
Experience (as it relates to the position)	Irrelevant as required for tis	~		+ 12	
Education/Training (relevant to position)	As per the requirement			1	
Communication Skills (written and verbal)	very poor communication excits as displayed in interview	~			
Interest in and knowledge of the position	No Knowledge and Interest	1			
Presentation (promptness, neatness of resume/application, appearance)	Poor Presentation and cousal dressing in the interview	1			
Problem Solving Skills	Very Poor Problem Colving SICIU	~			
Computer Skills (consistent with those required to perform the duties of the position)	Lero Knowledge of Computer	7	1		
Job Stability	changes Jobs very frequently	-			

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### Please circle your responses to the following questions:

1.	The applicant has the knowledge, skills	s, and abilities to perform the	duties of this position:	
	Strongly Agree Agree	Disagree	Could not determine	
2.	The applicant views this position with e			
	Strongly Agree Agree	Disagree	Could not determine	
3.	The applicant has the appropriate leve	I of experience necessary for	this position:	
	Strongly Agree Agree	Disagree	Could not determine	
4.	The applicant displayed the ability to pa (if applicable):	articipate effectively in a team	environment and motivate and lead	the stat
	Strongly Agree Agree	Disagree	Could not determine	
5.	The applicant displayed ability to comm	nunicate well with all constitue	ents.	
	Strongly Agree Agree	Disagree	Could not determine	
6.	The applicant should be included in the	e final list of recommended ap	plicants:	
	Strongly Agree Agree	Disagree	Could not determine	
	W	( ).	Dr. 11.15	

Scoring Candidate evaluation forms are to be completed by the interviewer to rank the candidates overall qualifications for the position. Under each heading the interviewer should give the candidate a numerical rating and write specific job related comments in the space provided. The numerical rating system is based on the following:

5 - Exceptional 4 - Above Average 3 - Average 2 - Satisfactory 1 - Unsatisfactory

Educational Background - Does the candidate have the appropriate educational qualifications or training for this position?

Rating: 1 2 3 4 (5)
Comments: As required for the job

Prior Work Experience - Has the candidate acquired necessary skills or qualifications through past work experiences?

Rating: (1) 2 3 4 Comments: Irvelevant for this job

Technical Qualifications/Experience - Does the candidate have the technical skills necessary for this position?

Comments: No Technical Qualification/ Experience

Administrative and budgetary experience: financial planning, staff supervision, management of resources -Does the candidate demonstrate the knowledge of these areas necessary for this position?

Rating: (1) 2 3 4 Comments: Poor

Leadership Ability - Did the candidate demonstrate the leadership skills necessary for this position?

comments: poor leadueling Ability of seen in the interviou

3 ( 1. 1. 1...

Customer Service Skills – Did the candidate demonstrate the knowledge and skills to create a positive customer experience/interaction necessary for this position?
Rating: 1 2 3 4 5
Roor Contomu Service SKills
Communication Skills – How were the candidate's communication skills during the interview?
Rating: 1 2 3 4 5
Comments: pour commication steils
Candidate Enthusiasm – How much interest did the candidate show in the position?
Rating: ① 2 3 4 5
interior was seen for the job in
Proper Documentation Did the candidate provide the relevant documents required for this position?
Rating: 1 2 3 4 5
Comments: Satisfactor documentation
Overall Recommendation Final comments and recommendations for proceeding with this candidate.
Rating: 1 2 3 4 5
Comments: Not Recommended
Total Score Secured:15 out of 50
4 (h. 2.11/21-

### Minimum selection criteria to this position:

- 1) The candidate should at least secure 30 marks out of 50 on the candidate evaluation form
- 2) Recommendation on the basis of interview

### Consultant Selection Committee (CSC):

1. Senior Director (ECCS) (Chairman):

A.

2. Financial Advisor or his Rep.

Not below the rank of BS-18 (Member):

). D. ... /1...

3. Director A & R. (HRM)

(Secretary/Member):

4 Naeemuddin Syed (Director, GEO Television)

(Co-opted Member):

5. Haider Imam Rizvi (Ex- Director/Producer, PTV

(Co-opted Member):

### **ATTENDANCE SHEET**

# ATTENDANCE FOR THE INTERVIEWS OF INDIVIDUAL CONSULTANT IN ECCS DEPARTMENT.

S.NO	NAME	FATHER NAME	ADDRESS	CONTACT NO.	CNIC NO.	SIGNATURE
1	Sped Haris Bin Roslid	Syed Roshed Ale	Hovie 585, 14/A Buffer Zone N.K	03458285628	42101-6400511-3	1
2	Syed Ali Mukhtae Zaidi	Syed Masond	D1 8/9 Malie ext colony, karachi	03461030212	42501-5577369-1	1. Mintered.
3	M. Farrica Mail	M. Az har Hussin	F-71/2 Modin Quester Jamped	03319288990	42201-5563787-C	and and
4	AHSAN ALI.	RIAZHUSSAIN		0347-8354909	42201-10637291	Those or,



HUMAN RESOURCE MANAGEMENT DEPARTMENT OFFICE OF THE DIRECTOR / SECRETARY SELECTION COMMITTEE 2<sup>ND</sup> FLOOR MAIN KMC BUILDING M.A JINNAH ROAD, KARACHI

No.Dir/SSC/KMC/ Ø 8 /2017

Dated 07-08-2012

Assistant Director (Assessment)
Sindh Public Procurement Regulatory Authority,
Government of Sindh,
Karachi.

. JBJECT:

REF NO.SR. DIRECTOR (HRM)/KMC/2017/1405 DATED 22-05-2017 PUBLISHED IN DAILY DAWN DATED 18-05-2017 "KMC/MMD/2017/17" APPOINTMENT OF INDIVIDUAL CONSULTANTS FOR E&IP, CCIS, ECCS (CLAUSE 72(8) OF SPP RULES 2010 (AMMENDED-2017) (SR. NO.33605)

I am directed to refer to your letter No.A.D(A)10/SPPRA/(33605-HRM KMC)/2017-18/382dated 01-08-2017, on the above noted subject and forward parawise replies as under: -

- 1. Annual Procurement Plan (APP), as required under SPPRA Rules-11, is enclosed herewith.
- II. Copy of Complaint Redressal Committee (CRC), as per Rule-31, is enclosed.
- All the candidate were called for interview through letters, copies of the letters are enclosed herewith.
- 1V. The NIT was published in Newspapers on 18-05-2017 with 15 days time limit whereas the same was uploaded on 23-05-2017 which did not comply the 15 days time. So a corrigendum was made for the re-schedule of receiving of application by 19-06-2017, which was also uploaded on SPPRA Website on 02-06-2017.
- V. Qualification Criteria is already mentioned in NIT.
- VI. Evaluation Report, Minutes of the Meeting of Opening duly signed each & every page by the committee, are enclosed herewith in original as desired.
- VII. Candidate evaluation form for successful candidates have already been submitted. Evaluation Criteria / Eligibility Criteria, candidates evaluation form in respect of remaining participants / candidates are also submitted herewith (In original) as desired please

It is requested that the same may please be hosted on authority website at the

carliest.

(ABDULKASHEED)
Director (A&R) HRM /
Secretary Selection Committee KMC

C.C to:-

Secretary, Local Government Department, GOS.

Z. Staff Officer to MD, SPPRA.

3. Sr. Director (MS), KMC.

4. Office File.