



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

No.Dir/SSC/KMC/ 008 /2017

Dated 07-08-2017

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

**SUBJECT: 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)/2017-18/382 dated 01-08-2017, on the above noted subject and forward parawise replies as under: -

- I. 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.
- I. All the candidate were called for interview through letters, copies of the letters are enclosed 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.
- 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 earliest.


(ABDUL RASHEED)

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

SPPRA INWARD DIARY
NO: 637
DATED: 07-08-2017
C.C to:-

1. Secretary, Local Government Department, GOS.
2. Staff Officer to MD, SPPRA.
3. Sr. Director (MS), KMC.
4. Office File.

For plz 7/8
Qamar SS

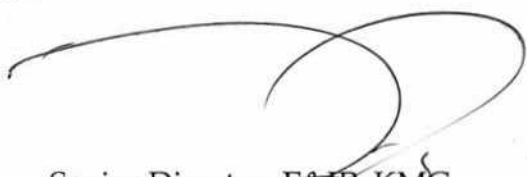
SUB: MINUTES OF THE MEETING APPOINTMENT OF INDIVIDUAL CONSULTANT FOR THE BUSINESS PROCEEDINGS OF E&IP DEPARTMENT, KMC


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. Waqas 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, E&IP, 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.



KARACHI METROPOLITAN CORPORATION
OFFICE OF THE CHIEF ENGINEER (CONTRACT MANAGEMENT)
MUNICIPAL SERVICES DEPARTMENT

Room No CR-109, 4th Floor, Civic Centre, Gulshan-e-Iqbal, Karachi

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

Dated: 18-12-2015

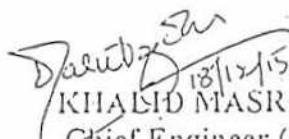
NOTIFICATION

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. | Chairman |
| 2. Divisional Accounts Officer (Representative of A.G. Sindh) | Member |
| 3. Independent professional from the relevant field concerning the Procurement Progress in question to be nominated by the head of procuring agency (as per approval by the Competent Authority time to time & case to case basis) | Member |

TERM OF REFERENCE (TOR)

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


KHALID MASROOR
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
Financial Year 2016-17
Annual Procurement Plan (Modified)

| S # | Description | Quantity (Where Applicable) | Estimated Unit Cost (Where Applicable) | Estimated Total Cost | Funds Allocated | Source of Funds (ADP / Non ADP) | Proposed Procurement Method | Timing of Procurements | | | | Remarks |
|-----|---|-----------------------------------|--|-------------------------------|-----------------------------|---------------------------------------|---|------------------------|------------|------------|------------|---------|
| | | | | | | | | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr | |
| 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 | KMC | Clause 72(8) Selection of Individual Consultant | | | | √ | |
| 2 | APPOINTMENT AS CONSULTANT IN E&IP DEPARTMENT KMC | - | N/A | Rs.1.90 Million (Approximate) | Subject to Budget Provision | KMC | Clause 72(8) Selection of Individual Consultant | | | | √ | |
| 3 | APPOINTMENT AS CONSULTANT IN ECCS DEPARTMENT KMC. | - | N/A | Rs.1.90 Million (Approximate) | Subject to Budget Provision | KMC | Clause 72(8) Selection of Individual Consultant | | | | √ | |


(ABDUL RASHEED)
 Director (A&R) HRM
 Human Resources Management



KARACHI METROPOLITAN CORPORATION

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

No. 81A

Dated: 21/6/17

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.

Secretary
Selection Committee
Karachi Metropolitan Corporation



KARACHI METROPOLITAN CORPORATION

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

No. 81 B

Dated: 21/6/17

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..

Secretary
Selection Committee
Karachi Metropolitan Corporation



KARACHI METROPOLITAN CORPORATION

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

No. 81C

Dated: 21/6/17

To

Mr. Owais Farooq,
1/557, Liaquatabad,
Near Dakhana,
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.

Secretary

Selection Committee
Karachi Metropolitan Corporation



KARACHI METROPOLITAN CORPORATION

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, 20th St, Khayaban e Rahat,
Phase Vi, DHA,
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.

Secretary
Selection Committee
Karachi Metropolitan Corporation

Candidate Evaluation Form

Name of Candidate: Taha Ahmed Khan
 Position Title: Consultant
 Department: E&T.P

Completed By: Consultant Selection Committee
 Interviewer(s): Consultant Selection Committee
 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) | The candidate has the most relevant experience required for this Job | | | ✓ | |
| Education/Training (relevant to position) | Education is as per the requirement of this Job | | | ✓ | |
| Communication Skills (written and verbal) | Candidate demonstrates excellent communication skills | | | ✓ | |
| Interest in and knowledge of the position | Candidate has excellent knowledge & interest in the position | | | ✓ | |
| Presentation (promptness, neatness of resume/application, appearance) | Extraordinary Presentation Skills | | | ✓ | |
| Problem Solving Skills | The candidate demonstrates exceptional problem solving skills | | | ✓ | |
| Computer Skills (consistent with those required to perform the duties of the position) | Satisfactory computer skills | | ✓ | | |
| Job Stability | The candidate has good job stability Currently working in same Job description in a private organisation | | | ✓ | |

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 excitement and enthusiasm:
☒ Strongly Agree ☐ Agree ☐ Disagree ☐ Could not determine
3. The applicant has the appropriate level of experience 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 staff (if applicable):
☐ 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 of recommended applicants:
☒ Strongly Agree ☐ Agree ☐ Disagree ☐ Could not determine

Three handwritten signatures in black ink. The first signature is on the left, the second is on the right, and a larger, more stylized signature is centered below them.

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: Candidate has the most appropriate 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: Candidate has the most appropriate work experience 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: Candidate has all the technical skills 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: Candidate has exceptional skills

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

Rating: 1 2 3 (4) 5

Comments: Candidate demonstrates good leadership skills.

The bottom of the page contains several handwritten signatures and initials. On the left, there is a large, stylized signature. In the center, there is a signature with the number '3' written above it. On the right, there are initials that appear to be 'D. V.' followed by a date '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: The candidate was very interactive & has vast experience of customer service

Communication Skills – How were the candidate's communication skills during the interview?

Rating: 1 2 3 (4) 5

Comments: The candidate demonstrated good communication skills.

Candidate Enthusiasm – How much interest did the candidate show in the position?

Rating: 1 2 3 (4) 5

Comments: Candidate was very enthusiastic for the job with proper understanding of his job description

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.

Rating: 1 2 3 4 (5)

Comments: The candidate is recommended for further proceedings

Total Score Secured: 46 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):

Candidate Evaluation Form

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

Completed By: Consultant Selection Committee
 Interviewer(s): Consultant Selection Committee
 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) | Not relevant as required for this Job | ✓ | | | |
| Education/Training (relevant to position) | Not relevant as required for this Job | ✓ | | | |
| Communication Skills (written and verbal) | Very poor Communication Skills demonstrated during the interview | ✓ | | | |
| Interest in and knowledge of the position | Has No Knowledge & Interest in E & I.P | ✓ | | | |
| Presentation (promptness, neatness of resume/application, appearance) | very unorganised & untidy application Inappropriate dressing during the interview | ✓ | | | |
| Problem Solving Skills | Poor Problem Solving skills can be seen in the interview | ✓ | | | |
| Computer Skills (consistent with those required to perform the duties of the position) | Poor Knowledge of computer | ✓ | | | |
| Job Stability | The candidate does not change the job frequently Constantly he is jobless | | ✓ | | |

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 excitement and enthusiasm:
Strongly Agree Agree Disagree Could not determine
3. The applicant has the appropriate level of experience 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 staff (if applicable):
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 of recommended applicants:
Strongly Agree Agree Disagree Could not determine

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: 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: ① 2 3 4 5

Comments: No Technical Qualification/Experience displayed 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?

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 interview

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: 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 confused and displayed poor communication skills.

Candidate Enthusiasm – How much interest did the candidate show in the position?

Rating: (1) 2 3 4 5

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

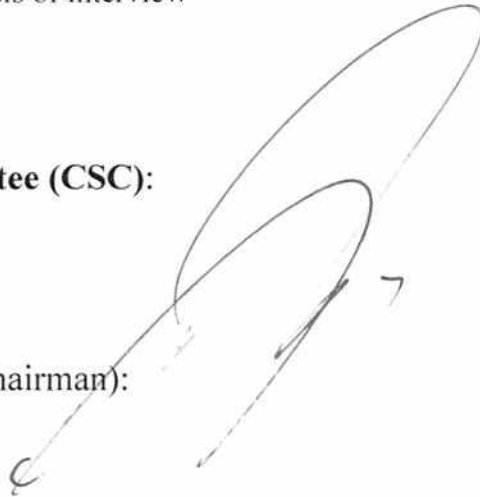
Total Score Secured: 10 out of 50

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.

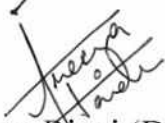
Not below the rank of BS-18 (Member):



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):

Candidate Evaluation Form

Name of Candidate: Omair Farooq
 Position Title: Consultant
 Department: E&I.P

Completed By: Consultant Selection Committee
 Interviewer(s): Consultant Selection Committee
 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) | Irrelevant experience for this Job | ✓ | | | |
| Education/Training (relevant to position) | Irrelevant & Incomplete education for this Job | ✓ | | | |
| Communication Skills (written and verbal) | Communication skills displayed by the candidate were satisfactory | | | ✓ | |
| Interest in and knowledge of the position | No Knowledge & Interest of the Job | ✓ | | | |
| Presentation (promptness, neatness of resume/application, appearance) | Application is neat but some letters are missing from the sentences | | ✓ | | |
| Problem Solving Skills | Poor Problem Solving Skills shown during the interview | ✓ | | | |
| Computer Skills (consistent with those required to perform the duties of the position) | Very Satisfactory Computer Skills | | | ✓ | |
| Job Stability | Changing jobs very frequently | ✓ | | | |

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 excitement and enthusiasm:
Strongly Agree Agree Disagree Could not determine
3. The applicant has the appropriate level of experience 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 staff (if applicable):
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 of recommended applicants:
Strongly Agree Agree Disagree Could not determine



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: 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

Comments: No Technical Qualification / Experience displayed 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?

Rating: 1 2 3 ④ 5

Comments: Good Knowledge

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

Rating: 1 2 ③ 4 5

Comments: Average Leadership Ability demonstrated by the candidate 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?

Rating: 1 2 (3) 4 5

Comments:

The candidate was interactive

Communication Skills -- How were the candidate's communication skills during the interview?

Rating: 1 2 (3) 4 5

Comments:

He was confident & displayed good communication skills during the interview

Candidate Enthusiasm -- How much interest did the candidate show in the position?

Rating: (1) 2 3 4 5

Comments:

He had very poor interest / knowledge of this position

Proper Documentation -- Did the candidate provide the relevant documents required for this position?

Rating: 1 2 (3) 4 5

Comments:

Documents were proper but with certain typing errors

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: 21 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):

Candidate Evaluation Form

Name of Candidate: Waqas Ahmed
 Position Title: Consultant
 Department: EGIP

Completed By: Consultant Selection Committee
 Interviewer(s): Consultant Selection Committee
 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) | Irrelevant experience for this Job | ✓ | | | |
| Education/Training (relevant to position) | Education is as per requirement | | | ✓ | |
| Communication Skills (written and verbal) | Satisfactory Communication by Skills | | ✓ | | |
| Interest in and knowledge of the position | Poor Knowledge and Interest in the Position | ✓ | | | |
| Presentation (promptness, neatness of resume/application, appearance) | • Neatness is seen in the application • Improper dressing for interview | | ✓ | | |
| Problem Solving Skills | Candidate demonstrates good problem Solving Skills | | | ✓ | |
| 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 jobless | | ✓ | | |

[Handwritten signatures and initials at the bottom of the page]

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 excitement and enthusiasm:
Strongly Agree Agree Disagree Could not determine
3. The applicant has the appropriate level of experience 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 staff (if applicable):
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 of recommended applicants:
Strongly Agree Agree Disagree Could not determine

A large, stylized handwritten signature is written across the bottom of the page. To the right of the signature, there are handwritten initials that appear to be "B. J. 11/11".

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: 1 2 3 4 ⑤

Comments: Education is as per requirement.

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

Rating: ① 2 3 4 5

Comments: Irrelevant work experience

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

Rating: ① 2 3 4 5

Comments: No technical qualification/ Experience displayed 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?

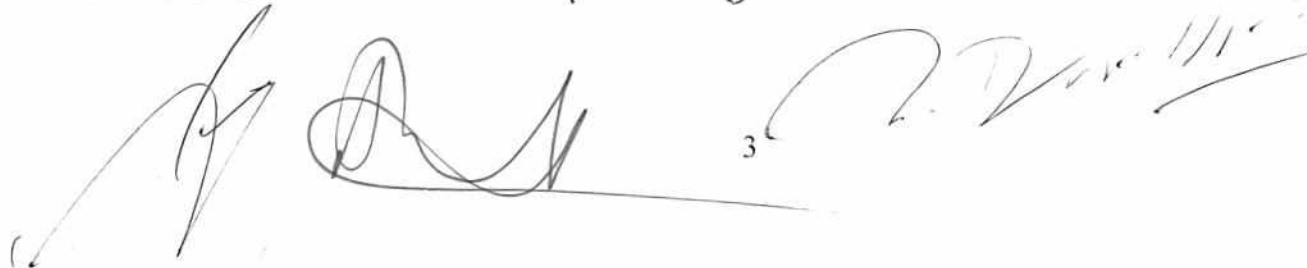
Rating: 1 2 ③ 4 5

Comments: Good

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

Rating: 1 2 ③ 4 5

Comments: Good Leadership Ability

 Three handwritten signatures and initials are present at the bottom of the page. The first is a large, stylized signature on the left. The second is a signature in the middle, with a small number '3' written below it. The third is a signature on the right.

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:

Good 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 shown 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 proceedings

Total Score Secured: 25 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)


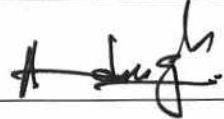
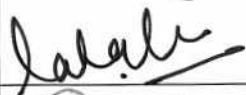
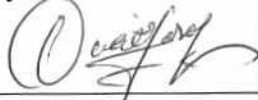
(Co-opted Member):

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

(Co-opted Member):

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 | WAQAS AHMED KHAN | RIAZ AHMED KHAN | H# L-08, OPPOSITE B-174 G. TOLLAR BLOCK-15 | 0345 6111420 | 42201 5364561-5 |  |
| 2 | ADNAN GHAYAT | S. GHAYAT UDDIN | L-4/2/25 (24TH FLOOR B) | 0331-3407734 | 42101-4262 452-9 |  |
| 3 | Taha Ahmed Khan | M. Tehsin Khan | 90/1, 20th Street, Khan-e-Rahat, Phase G, DHA | 0336 2807093 | 42201465 7682-7 |  |
| 4 | OWAIS FAROOQ | M. FAROOQ KHAN | 1/557, Legat Sahad, Karachi | 0333-2192741 | 42401-14859457 |  |



KARACHI METROPOLITAN CORPORATION

OFFICE OF SENIOR DIRECTOR
MUNICIPAL SERVICES

Dated: 21/6/17

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.

Secretary

Selection Committee
Karachi Metropolitan Corporation



KARACHI METROPOLITAN CORPORATION

OFFICE OF SENIOR DIRECTOR
MUNICIPAL SERVICES

Dated: 21/6/17

KMC/Sr.Din MS/SC/201

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.

Secretary

Selection Committee
Karachi Metropolitan Corporation



KARACHI METROPOLITAN CORPORATION
OFFICE OF SENIOR DIRECTOR
MUNICIPAL SERVICES

KMC/SD/MS/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 CONSULTANT

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.

Secretary

Selection Committee
Karachi Metropolitan Corporation



KARACHI METROPOLITAN CORPORATION

OFFICE OF SENIOR DIRECTOR
MUNICIPAL SERVICES

Dated: 21/6/17

KMC/Sr.Din/MS/52/201

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.

Secretary
Selection Committee
Karachi Metropolitan Corporation

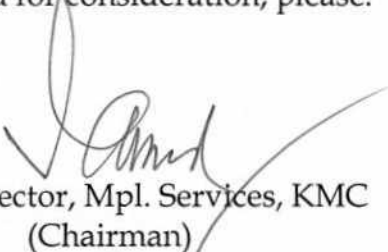
SUB: MINUTES OF THE MEETING SUB: APPOINTMENT OF INDIVIDUAL CONSULTANT FOR CITIZEN COMPLAINT INFORMATION SYSTEM (CCIS)-1339


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 Recruitment, HRM, KMC
(Member/Secretary)

Copy for information to the:-

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

Candidate Evaluation Form

Name of Candidate: Danial Ahmed Khan
 Position Title: Consultant
 Department: M.S

Completed By: Consultant Selection Committee
 Interviewer(s): Consultant Selection Committee
 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 required for the job | | | ✓ | |
| Education/Training (relevant to position) | As required for the job | | | ✓ | |
| Communication Skills (written and verbal) | Satisfactory Communication Skills | | ✓ | | |
| Interest in and knowledge of the position | Extraordinary interest and knowledge. | | | ✓ | |
| Presentation (promptness, neatness of resume/application, appearance) | Exceptional Presentation Skills | | | ✓ | |
| Problem Solving Skills | Satisfactory problem solving Skills | | ✓ | | |
| Computer Skills (consistent with those required to perform the duties of the position) | Exceptional Computer Skills | | | ✓ | |
| Job Stability | Has not been changing jobs | | | ✓ | |

 1

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 excitement and enthusiasm:
☒ Strongly Agree ☒ Agree ☐ Disagree ☐ Could not determine
3. The applicant has the appropriate level of experience 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 staff (if applicable):
☒ 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 of recommended applicants:
☒ Strongly Agree ☒ Agree ☐ Disagree ☐ Could not determine

A handwritten signature in black ink, consisting of a stylized first name followed by a last name, with a horizontal line extending from the end of the signature.

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 (5)

Comments: *As required for the 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 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: *Good administrative & budgetary experience.*

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

Rating: 1 2 3 (4) 5

Comments: *Above average leadership ability.*

[Signature] *[Signature]*

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: *Good customer service skills*

Communication Skills – How were the candidate's communication skills during the interview?

Rating: 1 2 (3) 4 5

Comments: *Average communication skills.*

Candidate Enthusiasm – How much interest did the candidate show in the position?

Rating: 1 2 3 (4) 5

Comments: *Candidate enthusiasm is good.*

Proper Documentation -- Did the candidate provide the relevant documents required for this position?

Rating: 1 2 3 (4) 5

Comments: *Documentation was neat & proper.*

Overall Recommendation -- Final comments and recommendations for proceeding with this candidate.

Rating: 1 2 3 4 (5)

Comments: *Should be recommended for further proceedings.*

Total Score Secured: 42 out of 50

[Signature] *[Signature]* *[Signature]*
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 (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 Evaluation Form

Name of Candidate: Muhammad Imran Khan

Completed By: Consultant Selection Committee

Position Title: Consultant

Interviewer(s): Consultant Selection Committee

Department: M.S

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.

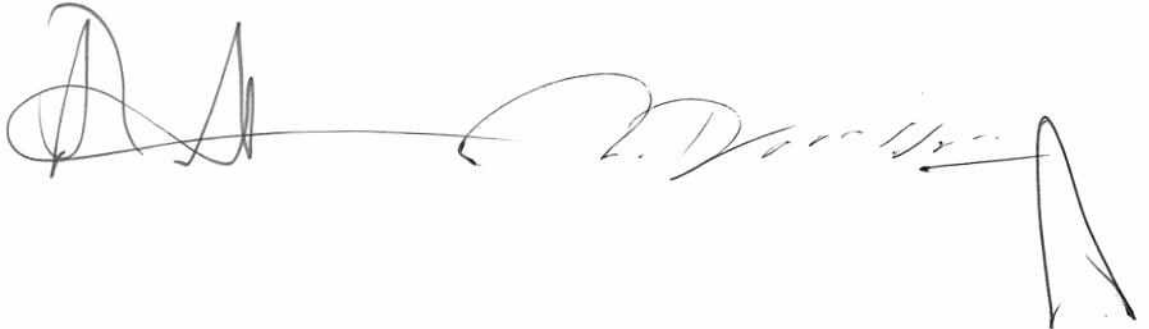
Rating Key - NS: NOT SATISFACTORY; S: SATISFACTORY; VS: VERY SATISFACTORY; NA: NOT APPLICABLE

| Criteria | Comments: (Be very specific; support your rating) | NS | S | VS | NA |
|--|--|----|---|----|----|
| Experience (as it relates to the position) | Irrelevant experience as required for the job | ✓ | | | |
| Education/Training (relevant to position) | Irrelevant education as required for the job | ✓ | | | |
| Communication Skills (written and verbal) | Poor communication skills. | ✓ | | | |
| Interest in and knowledge of the position | Satisfactory interest & knowledge of the position. | | ✓ | | |
| 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) | Poor computer skills. | ✓ | | | |
| Job Stability | Good job stability. | | ✓ | | |

 1 

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 excitement and enthusiasm:
Strongly Agree Agree Disagree Could not determine
3. The applicant has the appropriate level of experience 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 staff (if applicable):
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 of recommended applicants:
Strongly Agree Agree Disagree Could not determine

A large, stylized handwritten signature in black ink, spanning across the width of the page below the survey questions.

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: Irrelevant education 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: Irrelevant experience as required for the job.

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

Rating: (1) 2 3 4 5

Comments: Poor 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?

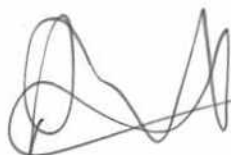
Rating: 1 2 (3) 4 5

Comments: Good administrative & budgetary experience.

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

Rating: 1 2 (3) 4 5

Comments: Good leadership ability as seen 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?

Rating: 1 (2) 3 4 5

Comments: Average customer service skills as seen in the interview.

Communication Skills – How were the candidate's communication skills during the interview?

Rating: (1) 2 3 4 5

Comments: Poor communication skills as seen in the interview.

Candidate Enthusiasm – How much interest did the candidate show in the position?

Rating: 1 2 (3) 4 5

Comments: Good candidate enthusiasm as seen in the interview.

Proper Documentation -- Did the candidate provide the relevant documents required for this position?

Rating: 1 (2) 3 4 5

Comments: Satisfactory documentation.

Overall Recommendation -- Final comments and recommendations for proceeding with this candidate.

Rating: (1) 2 3 4 5

Comments: Not recommended.

Total Score Secured: 18 out of 50



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 (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 Evaluation Form

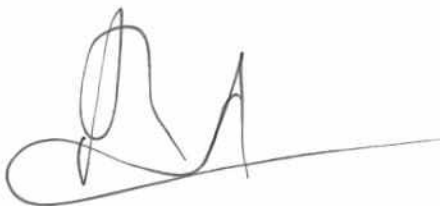
Name of Candidate: Furqan Khan
 Position Title: Consultant
 Department: M.S

Completed By: Consultant Selection Committee
 Interviewer(s): Consultant Selection Committee
 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) | Irrelevant Experience as required for the job | ✓ | | | |
| Education/Training (relevant to position) | Irrelevant education as required for the job | ✓ | | | |
| Communication Skills (written and verbal) | Extraordinary Communication Skills. | | | ✓ | |
| Interest in and knowledge of the position | Satisfactory Interest and knowledge of the position | | ✓ | | |
| Presentation (promptness, neatness of resume/application, appearance) | Exceptional Presentation Skills | | | ✓ | |
| Problem Solving Skills | Poor Problem Solving Skills. | ✓ | | | |
| Computer Skills (consistent with those required to perform the duties of the position) | Exceptional computer skills | | | ✓ | |
| Job Stability | Good job stability. | | ✓ | | |



1




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 excitement and enthusiasm:
Strongly Agree Agree Disagree Could not determine
3. The applicant has the appropriate level of experience 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 staff (if applicable):
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 of recommended applicants:
Strongly Agree Agree Disagree Could not determine

A large, stylized handwritten signature in black ink, spanning across the width of the page below the survey questions.

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: Irrelevant educational background.

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

Rating: (1) 2 3 4 5

Comments: Irrelevant work experience.

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

Rating: (1) 2 3 4 5

Comments: Irrelevant 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 5

Comments: Good administrative & budgetary experience.

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

Rating: 1 (2) 3 4 5

Comments: Average leadership ability.



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

Comments: *Good customer service skills*

Communication Skills – How were the candidate's communication skills during the interview?

Rating: 1 2 3 4 5

Comments: *Excellent communication skills*

Candidate Enthusiasm – How much interest did the candidate show in the position?

Rating: 1 2 3 4 5

Comments: *Satisfactory enthusiasm can be seen.*

Proper Documentation -- Did the candidate provide the relevant documents required for this position?

Rating: 1 2 3 4 5

Comments: *Good documentation.*

Overall Recommendation -- Final comments and recommendations for proceeding with this candidate.

Rating: 1 2 3 4 5

Comments: *Should not be considered.*

Total Score Secured: 23 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 (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 Evaluation Form

Name of Candidate: Taha Usmani
 Position Title: Consultant
 Department: M.S

Completed By: Consultant Selection Comm
 Interviewer(s): Consultant Selection Committee
 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) | Not relevant experience | ✓ | | | |
| Education/Training (relevant to position) | Not relevant education | ✓ | | | |
| Communication Skills (written and verbal) | Poor Communication Skills Seen in interview. | ✓ | | | |
| Interest in and knowledge of the position | Poor interest & knowledge of the position. | ✓ | | | |
| Presentation (promptness, neatness of resume/application, appearance) | very poor presentation skills. | ✓ | | | |
| Problem Solving Skills | Poor Problem Solving Skills | ✓ | | | |
| Computer Skills (consistent with those required to perform the duties of the position) | Satisfactory Computer Skills | | ✓ | | |
| Job Stability | Satisfactory job stability | | ✓ | | |

 1  

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 excitement and enthusiasm:
Strongly Agree Agree Disagree Could not determine
3. The applicant has the appropriate level of experience 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 staff (if applicable):
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 of recommended applicants:
Strongly Agree Agree Disagree Could not determine

The block contains several handwritten signatures and initials in dark ink. On the left, there is a large, stylized signature. In the center, there are initials that appear to be 'C.D.' followed by some less distinct markings. On the right, there is a tall, narrow signature or set of initials.

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: irrelevant education as per the requirement of the job.

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

Rating: (1) 2 3 4 5

Comments: Irrelevant experience as per the requirement of the job.

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

Rating: (1) 2 3 4 5

Comments: poor technical Qualification/Experience as per the requirement of 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: Good. administrative & Budgetary experience

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

Rating: (1) 2 3 4 5

Comments: poor leadership quality.



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

Comments: *Poor Customer Service Skill*

Communication Skills – How were the candidate's communication skills during the interview?

Rating: (1) 2 3 4 5

Comments: *Poor Communication Skills.*

Candidate Enthusiasm – How much interest did the candidate show in the position?

Rating: (1) 2 3 4 5

Comments: *Poor Candidate enthusiasm*

Proper Documentation -- Did the candidate provide the relevant documents required for this position?

Rating: 1 2 3 (4) 5

Comments: *Good documentation*

Overall Recommendation -- Final comments and recommendations for proceeding with this candidate.

Rating: (1) 2 3 4 5

Comments: *Should not be considered.*

Total Score Secured: 16 out of 50

[Signature] 4

[Signature]

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 (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 | TAHIA USMANI | MOHAMMAD SADRUL ISLAM USMANI | L-171, Sector-5C/3 Urban Health Centre North Karachi | 0300226526 | 4240176047285 | Tahia |
| 2 | Mohammad Furqan Khan | Mohammad Anis Khan | B-127 Block 13 D1 Golshan Iqbal | 0333-2158310 | 422012-192159-5 | Furqan |
| 3 | Mohammad Imran Khan | Mohammad Anis Khan | B-127 Block 13-D-1 Golshan Iqbal | 0300-8298322 | 42201-4423827-5 | Imran |
| 4 | Danial Ahmed Khan | Tufail Ahmed Khan | D/4 Hilton apartment BL:09 Clifton | 0300-2579664 | 42301-96804 68-7 | Danial |



KARACHI METROPOLITAN CORPORATION
OFFICE OF SENIOR DIRECTOR
COORDINATION & COMMUNICATION
MAYOR SECRETARIAT

7

No KMC/Sec Dir MS/SC/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.

Secretary
Selection Committee
Karachi Metropolitan Corporation



KARACHI METROPOLITAN CORPORATION

OFFICE OF SENIOR DIRECTOR
COORDINATION & COMMUNICATION
MAYOR SECRETARIAT

No. KMC/Sr.DinMS/SC/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.

Secretary
Selection Committee
Karachi Metropolitan Corporation



KARACHI METROPOLITAN CORPORATION

OFFICE OF SENIOR DIRECTOR
COORDINATION & COMMUNICATION
MAYOR SECRETARIAT

No KMC/Sr.Dr.MS/SC/199

Dated: 21/6/17

To

Mr. Ahsan Ali,
House No. B-10/4,
Malir Extension Colony,
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.

Secretary
Selection Committee
Karachi Metropolitan Corporation



KARACHI METROPOLITAN CORPORATION

OFFICE OF SENIOR DIRECTOR
COORDINATION & COMMUNICATION
MAYOR SECRETARIAT

No KMC/Sr Dir/MS/82/199

Dated: 21/6/17

To

Syed Ali Mukhtar Zaidi,
D 1 8-9 Malir Extension Colony,
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.

Secretary
Selection Committee
Karachi Metropolitan Corporation

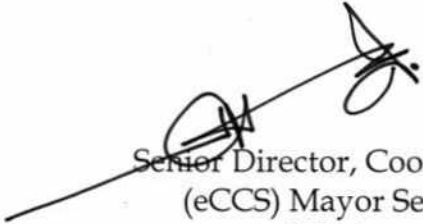
SUB: MINUTES OF THE MEETING APPOINTMENT OF INDIVIDUAL CONSULTANTS FOR NEWLY ESTABLISHED ECCS IN MAYOR SECRETARIAT, KMC


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.


1. Syed Haris Bin Rashid
2. Eng. Farrukh Malik
3. Mr. Ahsan Ali
4. 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.


Senior 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 Syed
Director Geo Television.
(Co-opt Member)


Director Recruitment, HRM, KMC
(Member/Secretary)

Copy for information to the:-

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

Candidate Evaluation Form




Name Candidate: Syed Haris Bin Rashid
 Position Title: Consultant
 Department: ECCS

Completed By: Consultant Selection Committee
 Interviewer: Consultant Selection 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.

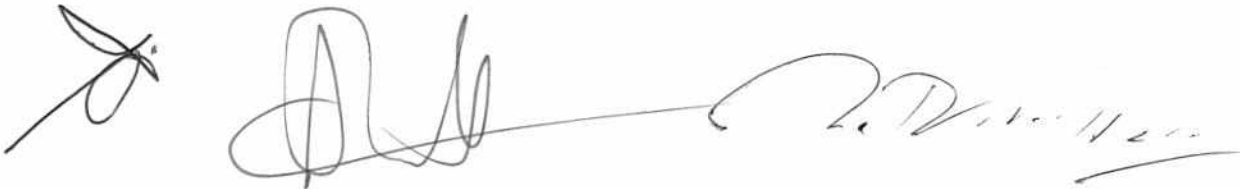
Rating Key - NS: NOT SATISFACTORY; S: SATISFACTORY; VS: VERY SATISFACTORY; NA: NOT APPLICABLE

| Criteria | Comments: (Be very specific; support your rating) | NS | S | VS | NA |
|---|---|----|---|----|----|
| Experience (as it relates to the position) | Not Relevant for this Job | ✓ | | | |
| Education/Training (relevant to position) | As required for the Job | | | ✓ | |
| Communication Skills (written and verbal) | Extremely poor Communication Skills | ✓ | | | |
| 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 | Extremely Poor Problem Solving Skills | ✓ | | | |
| Computer Skills (consistent with those required to perform the duties of the position) | Good Computer Skills | | | ✓ | |
| Job Stability | Good Job stability | | | ✓ | |

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 excitement and enthusiasm:
Strongly Agree Agree Disagree Could not determine
3. The applicant has the appropriate level of experience 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 staff (if applicable):
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 of recommended applicants:
Strongly Agree Agree Disagree Could not determine



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 of the candidate is as per the Job requirement

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

Rating: (1) 2 3 4 5

Comments: Totally Irrelevant experience for this Job

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

Rating: (1) 2 3 4 5

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 Good

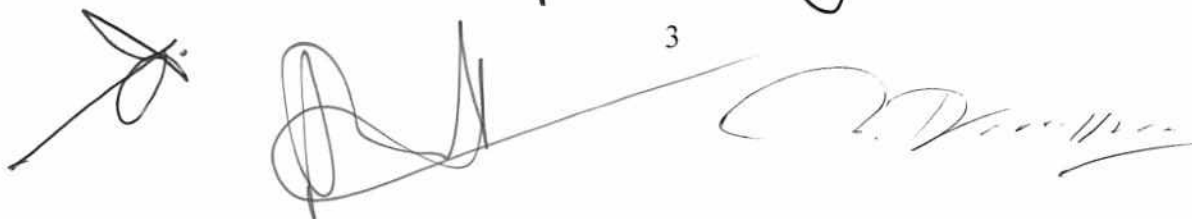
Leadership Ability – Did the candidate demonstrate the leadership skills necessary for this position?

Rating: (1) 2 3 4 5

Comments: Poor

Leadership Quality

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

Comments: Satisfactory Customer Service Skills

Communication Skills – How were the candidate's communication skills during the interview?

Rating: (1) 2 3 4 5

Comments: Extremely 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 with irrelevant experience & poor job knowledge

Proper Documentation – Did the candidate provide the relevant documents required for this position?

Rating: 1 2 3 (4) 5

Comments: Documentation done by the candidate was tidy & neat

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: 23 out of 50

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 (ECCS) (Chairman):

2. Financial Advisor or his Rep.

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):

Candidate Evaluation Form

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

Completed By: Consultant Selection Committee
 Interviewer(s): Consultant Selection 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 (as it relates to the position) | Not As required for this Job (Irrelevant Experience) | ✓ | | | |
| Education/Training (relevant to position) | As required for this Job | | | ✓ | |
| Communication Skills (written and verbal) | Satisfactory Communication Skills | | ✓ | | |
| Interest in and knowledge of the position | Poor Interest & Knowledge of the Position | ✓ | | | |
| Presentation (promptness, neatness of resume/application, appearance) | Poor Presentation Skills | ✓ | | | |
| Problem Solving Skills | Extremely poor problem solving skills | ✓ | | | |
| Computer Skills (consistent with those required to perform the duties of the position) | No Knowledge of computer required for this Job | ✓ | | | |
| Job Stability | Satisfactory Job Stability | | ✓ | | |

1

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 excitement and enthusiasm:
Strongly Agree Agree Disagree Could not determine
3. The applicant has the appropriate level of experience 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 staff (if applicable):
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 of recommended applicants:
Strongly Agree Agree Disagree Could not determine



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?

Rating: (1) 2 3 4 5

Comments: No Technical Experience/Qualification for this Job can be seen in 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?


Rating: 1 2 3 (4) 5

Comments: Good

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

Rating: (1) 2 3 4 5

Comments: Extremely Poor Leadership Ability can be seen 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?

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: Extremely poor communication skills

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

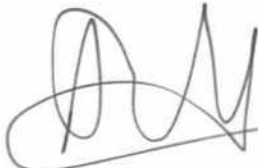
Comments: Documentation was tidy

Overall Recommendation -- Final comments and recommendations for proceeding with this candidate.

Rating: (1) 2 3 4 5

Comments: Not Recommended

Total Score Secured: 21 out of 50



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 (ECCS) (Chairman):

2. Financial Advisor or his Rep.

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):

Candidate Evaluation Form

Name of Candidate: Ahsan Ali
 Position Title: Consultant
 Department: ECCS

Completed By: Consultant Selection Committee
 Interviewer(s): Consultant Selection 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 (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 & Skills | | | ✓ | |
| Interest in and knowledge of the position | Sound knowledge & Interest in the position | | | ✓ | |
| 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) | Extraordinary computer & Skills | | | ✓ | |
| Job Stability | Satisfactory Job Stability | | ✓ | | |

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 excitement and enthusiasm:
☒ Strongly Agree ☐ Agree ☐ Disagree ☐ Could not determine
3. The applicant has the appropriate level of experience 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 staff (if applicable):
☒ 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 of recommended applicants:
☒ Strongly Agree ☐ Agree ☐ Disagree ☐ Could not determine



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 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

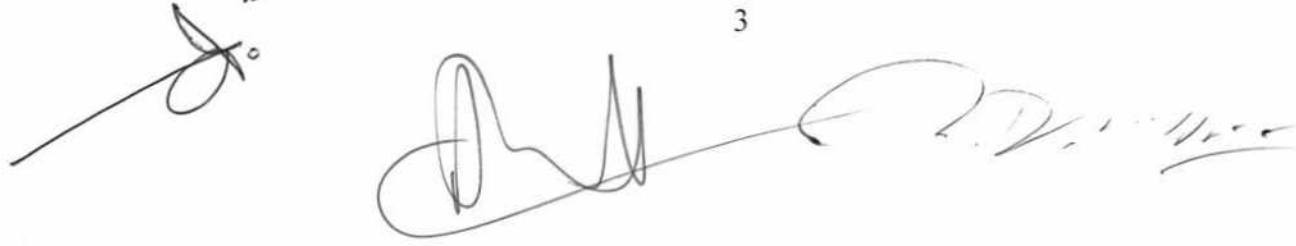
Comments: Good

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 interview



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: Exceptional customer service skills 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: Extraordinary communication skills

Candidate Enthusiasm – How much interest did the candidate show in the position?

Rating: 1 2 3 (4) 5

Comments: 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: Good and Neat documents

Overall Recommendation – Final comments and recommendations for proceeding with this candidate.

Rating: 1 2 3 4 (5)

Comments: Recommended for further proceedings

Total Score Secured: 44 out of 50



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 (ECCS) (Chairman):

2. Financial Advisor or his Rep.

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):

Candidate Evaluation Form

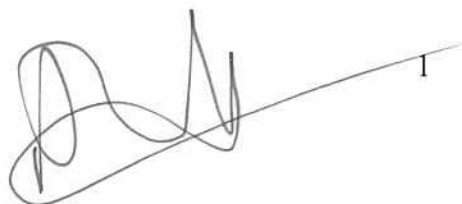
Name of Candidate: Syed Ali Mughal Zaidi
 Position Title: Consultant
 Department: ECCS

Completed By: Consultant Selection Committee
 Interviewer(s): Consultant Selection 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 (as it relates to the position) | Irrelevant as required for this position | ✓ | | | |
| Education/Training (relevant to position) | As per the requirement | | | ✓ | |
| Communication Skills (written and verbal) | very poor communication skills as displayed in interview | ✓ | | | |
| Interest in and knowledge of the position | No knowledge and interest can be seen in the interview | ✓ | | | |
| Presentation (promptness, neatness of resume/application, appearance) | Poor Presentation and casual dressing in the interview | ✓ | | | |
| Problem Solving Skills | very poor Problem Solving Skill | ✓ | | | |
| Computer Skills (consistent with those required to perform the duties of the position) | Zero knowledge of computer | ✓ | | | |
| Job Stability | changes jobs very frequently | ✓ | | | |


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 excitement and enthusiasm:
Strongly Agree Agree Disagree Could not determine
3. The applicant has the appropriate level of experience 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 staff (if applicable):
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 of recommended applicants:
Strongly Agree Agree Disagree Could not determine



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 5

Comments: Irrelevant for this job

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

Rating: (1) 2 3 4 5

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?

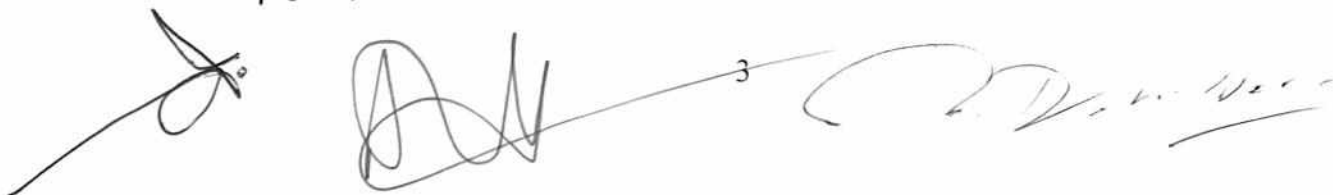
Rating: (1) 2 3 4 5

Comments: Poor

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

Rating: (1) 2 3 4 5

Comments: poor Leadership Ability as seen in the interview

The bottom of the page features three handwritten signatures or initials. The first is a stylized signature on the left. The second is a large, bold, and somewhat illegible signature in the center. The third is a signature on the right, which appears to be 'D. V. ...'.

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:

Poor Customer Service Skills

Communication Skills – How were the candidate's communication skills during the interview?

Rating: ① 2 3 4 5

Comments:

Poor communication skills

Candidate Enthusiasm – How much interest did the candidate show in the position?

Rating: ① 2 3 4 5

Comments:

No Enthusiasm was seen for the job in interview

Proper Documentation -- Did the candidate provide the relevant documents required for this position?

Rating: 1 ② 3 4 5

Comments:

Satisfactory 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



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):

2. Financial Advisor or his Rep.

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):

ATTENDANCE SHEET

ATTENDANCE FOR THE INTERVIEWS OF INDIVIDUAL CONSULTANT IN ECCS DEPARTMENT.

| S.NO | NAME | FATHER NAME | ADDRESS | CONTACT NO. | CNIC NO. | SIGNATURE |
|------|---------------------------|----------------------------|-------------------------------------|--------------|-----------------|--|
| 1 | Syed Haris Bin Rasheed | Syed Rasheed Ali | House 585, 14/A Buffer Zone N.K | 03458285628 | 42101-6400511-3 |  |
| 2 | Syed Ali Mukhtae Zaidi | Syed Masood Ahmed Zaidi | D1 8/9 Malir ext colony, karachi | 03461030212 | 42501-5577369-1 |  |
| 3 | M. Farukh Malik | M. Azhar Hussain | F-75/2 Malir Quarter Jamshed | 03319288990 | 42101-5563787-1 |  |
| 4 | AHSAN ALI. | RIAZ HUSSAIN | B-10/4, MALIR. | 0347-8354909 | 42201-10637291 |  |



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

No.Dir/SSC/KMC/ 08 /2017

Dated 07-08-2017

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

**SUBJECT: 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)/2017-18/382 dated 01-08-2017, on the above noted subject and forward parawise replies as under: -

- I. 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.
- III. All the candidate were called for interview through letters, copies of the letters are enclosed 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.
- 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 earliest.

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

C.C to:-

1. Secretary, Local Government Department, GOS.
- ✓ 2. Staff Officer to MD, SPPRA.
3. Sr. Director (MS), KMC.
4. Office File.