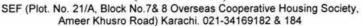


SINDH EDUCATION FOUNDATION GOVT. OF SINDH

(HEAD OFFICE)





Selection of Invigilators for Short Term Assessment Activity

Tender # SEF/WEB/16-17/15

Sindh Education Foundation invites CV's from interested individuals fulfilling following criteria and can perform given below responsibilities:

S. No	REQUIRED POSITIONS	Qty	SHORTLISTING CRITERIA	REQUIRED DOCUMENTS
1	Invigilators	Apprx.100	 The applicants should have at least Bachelor Degree in any discipline. The applicant should be familiar with Sindhi, Urdu and English Languages. The applicant should have demonstrable experience of invigilation/exam execution. Applicant age between 21 to 40 years is eligible to apply. 	 Two copies of updated resume. Two passport size photographs. Two copies of CNIC. Two copies of last education degree.

Instructions:

- 1- Interested individual are allowed to submit his CVs to Procurement Department.
- 2- The shortlisted candidates will be contacted for interview and onward selection process.
- 3- He should be willing to travel extensively during the assignment, must possess sound interpersonal skills, strong communication skills and to deal benevolently with children.

Note:

The Assessment will be held in two cycles i.e. November-December, 2016 and January-February, 2016

The Last date of submission of CVs is November 3, 2016 by 5.00 p.m sharp. The CVs may be submitted through e-mail <u>procurement@sef.org.pk</u> or by post on the address of SEF (Plot. No. 21/A, Block No.7& 8 Overseas Cooperative Housing Society, Ameer Khusro Road) Karachi).

This advertisement is also available on the websites of Sindh Education Foundation, SEF (www.sef.org.pk) and Sindh Public Procurement Regulatory Authority, SPPRA (www.spprasindh.gov.pk).

Sd/-Deputy Director Procurement

Terms of References of Invigilators

- The period engagements as invigilator will be approximately 10-15 days.
- To ensure to follow the security protocols identified by the Assessment Unit -SEF.
- To ensure time management of whole Assessment processes.
- To perform continuous monitoring, tracking and recording of all the activities related to the assessment.
- To keep liaison with the Assessment Unit-SEF.
- To ensure to conduct the assessment according to the SEF protocols of Assessment.



GOVERNMENT OF SINDH SERVICES, GENERAL ADMINISTRATION & COORDINATION DEPARTMENT

Attention of Lafine Mustafa.

NOTIFICATION

NO.SO(C-IV)SGA&CD/3-7/10: The Government of Sindh is pleased to constitute a "Complaint Redressal Committee" under Rule 31 of SPP Rules 2010 (Amended 2013) Sindh Education Foundation, Government of Sindh, with the following composition and TORs;

1.	Managing Director, Sindh Education Foundation, Government of Sindh.	Chairperson
2.	Representative of Accountant General Sindh.	Member/Secretary
3.	Independent Representative of relevant field.	Member

Terms of Reference:

 To address / redress the complaint(s) / grievances of the aggrieved bidders in line with the relevant provisions of Rule 31 of SPP Rules 2010 (Amended 2013).

CHIEF SECRETARY SINDH

NO:SO(C-IV)SGA&CD/3-7/10:

Karachi, dated the 30th December, 2015.

Copy is forwarded for information & necessary action to:-

- > Additional Chief Secretary (All), Government of Sindh, Karachi.
- Secretary to Governor Sindh.
- > Secretary to Chief Minister Sindh.
- Secretary, Education & Literacy Department, Government of Sindh.
- Managing Director, Sindh Education Foundation, Government of Sindh.
- Accountant General Sindh, Karachi.
- > Managing Director, Sindh Public Procurement Regulatory Authority, Govt. of Sindh.
- Deputy Secretary (Staff) to Chief Secretary.
- P.S. to Chief Secretary Sindh.
- > P.S. to Secretary (I&C), SGA&CD.
- Master file.

30/12/2015 (SYED SAADAT ALI) SECTION OFFICER (C-IV)



Date: 01-09-2016



Ref: Procurement/02/16-17

NOTIFICATION

Notification No. SEF/Proc./2016-17/...: In partial modification of SEF Notification # SEF/57/2015 dated August 11, 2015, the Consultant Selection Committee is reconstituted with the following composition in accordance with Rule 67 of SPP Rules 2010, amended 2013.

- · Director Human Resource, SEF (Chairman)
- · Deputy Director Monitoring and Evaluation Unit, SEF,(Secretary)
- Assistant Director Adopt a School Program, SEF (Member)
- Representative From Planning & Development Department Govt. of Sindh, (Not below the rank of BS-18, Member)
- Representative From Finance Department, Govt. of Sindh, (Not below the rank of BS-18, Member)

The committee's TORs are:

- · Approval of Request for Proposal before issuance;
- Shortlisting of consultants, responding to the Request for Expression of Interest, where applicable, in accordance
 with the criteria mentioned in Request for Expression of Interest;
- Evaluation of technical and financial proposals, according to the selection method and evaluation criteria, mentioned in the Request for Expression of proposal;
- · Finalization of recommendation based on evaluation as mentioned above;
- · Perform any other function assign by competent authority;

Ms. NAHEED S. DURRANI Managing Director, Karachi, dated September 1st 2016

Copy to:

- 1. The Secretary Education & Literacy Department, Govt. of Sindh
- 2. The Secretary Finance Department, Govt. of Sindh
- 3. The Secretary Planning & Development, Govt. of Sindh

Committee members:

- Director Human Resource, SEF (Chairman)
- Deputy Director Monitoring and Evaluation Unit, SEF, (Secretary)
- · Assistant Director Adopt a School Program, SEF (Member)
- Representative From Planning & Development Department Govt. of Sindh, (Not below the rank of BS-18, Member)
- Representative From Finance Department, Govt. of Sindh, (Not below the rank of BS-18, Member)

Shahnawaz Ali Khan

Acting Deputy Director, Procurement

Karachi, dated September 1st 2016